unitech

Unitech PA950

Product Reference Guide

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PA950

- Thank you for purchasing Unitech PA950.

- Your PA950 is a rugged PDA with Microsoft Windows® Mobile 2003 Software for Pocket PCs and incorporates an integrated bar code scanning laser device, and a 19 key-keypad.

- This PA950 product reference guide will guide you to access your PA950.

Accessories

The listed accessories are for PA950, please contact your sales representive for availability.

5000-600627	Cradle for PA960 / PA950
5100-600635	2 Slot Battery Charger for PA960/PA950
5100-600636	4 Slot Battery Charger for PA960/PA950
1550-600622	Cable Module RS232+DC 16PIN 26AGW 200cm
1550-600623	Cable Module USB+DC 16PIN 26AGW 200cm
1550-600626	Cable Module USB(A/B) 4 Pin 8AQG2C24AWG2C 150cm
1550-600682	Cable Module PA960 DB9F to DB9M 26AWG 200cm
1979-600646	Stylus for PA960/PA950
1400-201002	BATTERY LITHIUM 7.4V 720MAH
1010000550	AC 110-240V DC 9V/2A Power Adaptor with US Plug 1.3*3.5*10mm
1010000560	AC 110-240V DC 9V/2A Power Adaptor with EU Plug 1.3*3.5*10mm
10100000570	AC 110-240V DC 9V/2A Power Adaptor with UK Plug 1.3*3.5*10mm
Car Kit	Car Kit for PA960/PA950

Tour of PA950: Front View

Stylus

Bar Code

LED

Scanner

Indicator

Right Scanner

Trigger

LCD Display

Power

Keypad

On/Off

Tour of PA950: Back View

Earphone Jack

Microphone

Hardware
Reset Pin

Stylus

Infrared
Port

Hanstrap Connector

Speaker

Product Label

Software
Reset Pin

Battery
Component

Handstrap Connector

Serial/USB Port
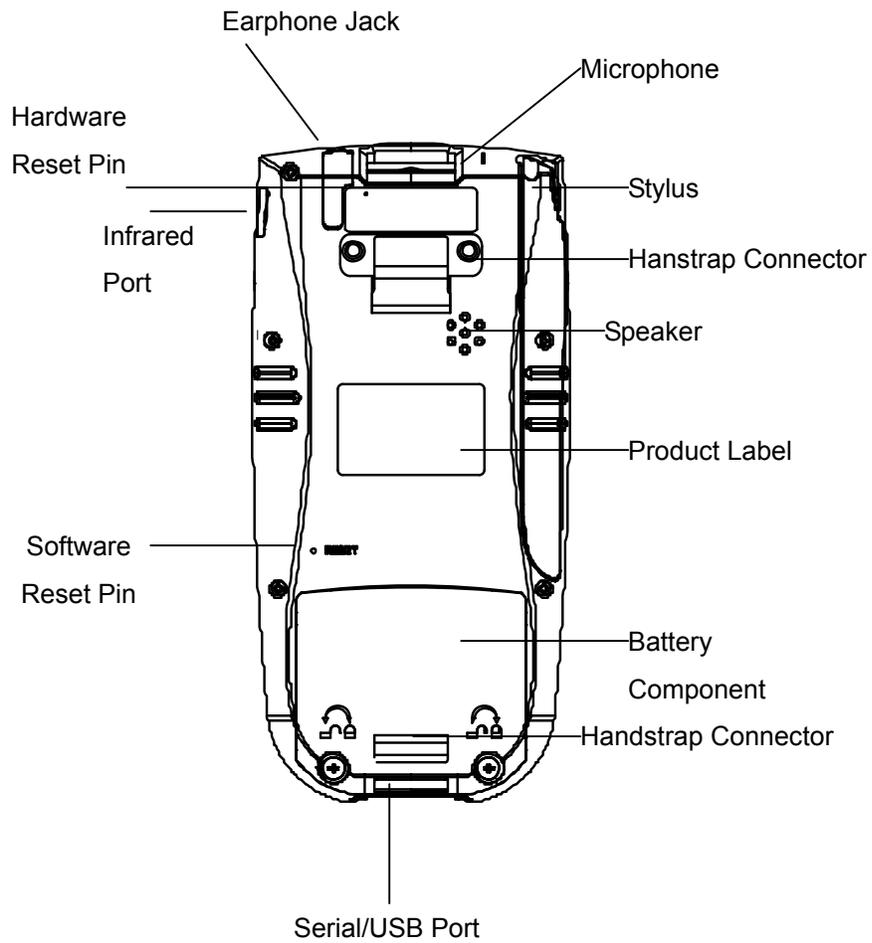
Tour of PA950: Back View (Con.)
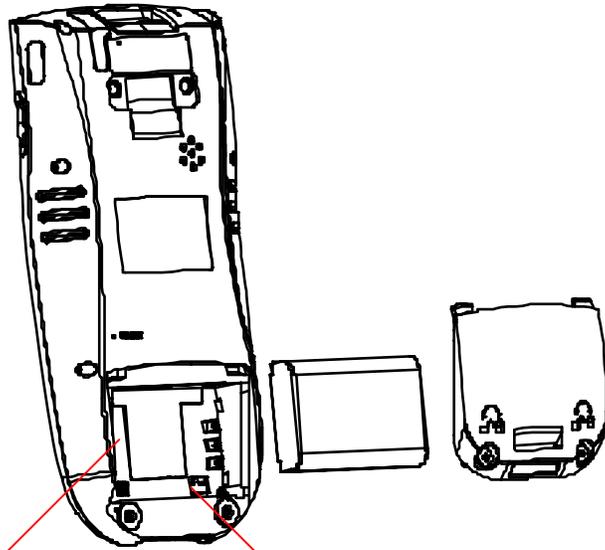
SD Slot Door:
Remove the door to
access SD Slot.

Backup Battery Switch

(**Left**: Backup Battery Off, **Right**: Backup Battery On)

First Step with the PA950

In order to start using your PA950 for the first time:

■ **Check that the backup battery is on.**
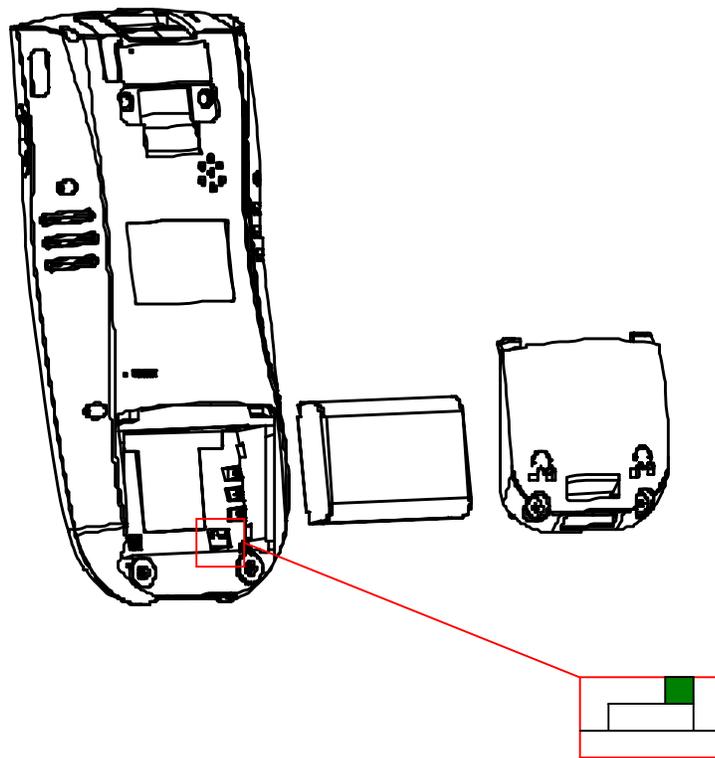
Backup Battery Switch

(**Left**: Backup Battery Off, **Right**: Backup Battery On)

■ **Install Main Battery Pack**

Remove the battery door component by using the screwdriver, which is integrated in stylus.

Position the battery with the label side toward you.

Insert and fully seat the battery pack.

Make sure the shape of battery pack fits the shape of battery component.

Main Battery Pack

◄
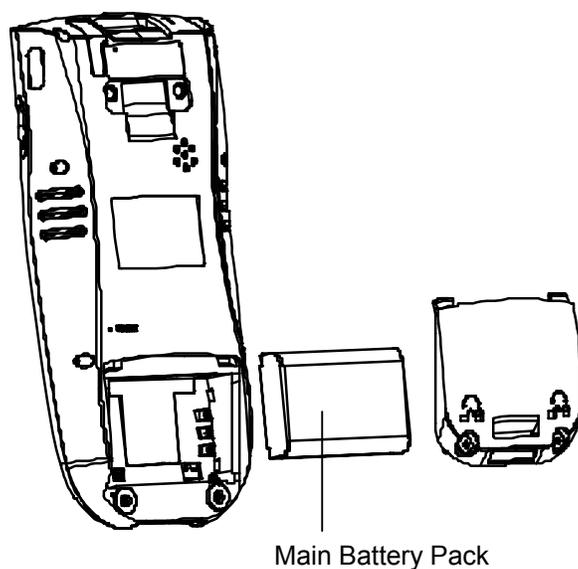
Supplying Power to the PA950

There are two ways to provide power to PA950

■ Using Charging Cable (USB with DC in port Cable, P/N 1550-600623).
Plug the cable to Serial/USB Port, and then plug the power adaptor to the
DC in port of the cable.

DC in Port

■ Using Docking Station

Plug Power Adaptor
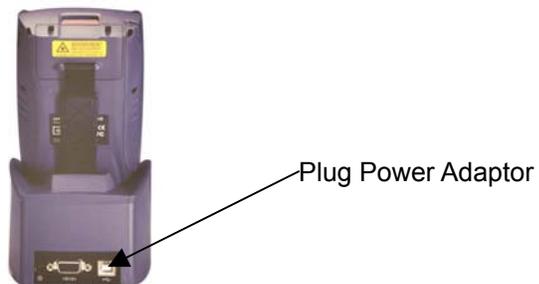
Charging The Terminal Battery

- Charging the batteries for the first time

Charging the main battery and backup battery for the first time

Before using the PA950 for the first time, charge the unit for 10 hours to fully charge the empty backup battery.

Caution: Removing main battery with having backup battery fully charged will cause data to be lost.

- Charging the main battery

You can use the power adaptor with USB charging cable or desktop cradle to charge the main battery. For spare batteries, please choose the 2 slot or 4 slot battery charger.

Note: Do not charge the battery under 0°C (32°F) or above 45°C (115°F). Allow the battery to warm up to room temperature before charging.

Using The PA950 Keypad

The 19 key keypad provides an easy way for fast data entry.

Cursor key

Backspace

Power On Off

TAB

Function

Alpha
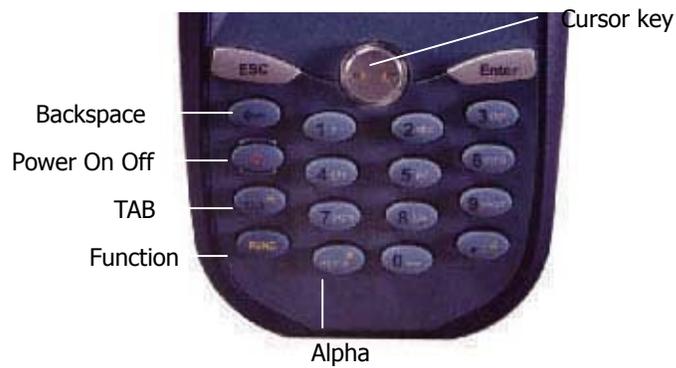
- Charging the main battery

Power	Power on or Power off the terminal
Function +	Decrees LCD Display Backlight
Function +	Increase LCD Display Backlight
Function + TAB	Toggle LCD Display backlight and Keypad backlight
Function +	Toggle LCD Display backlight

Function +	Toggle Keypad backlight
Function + 7	Scanner Setting
Function + 8	Power Status
Function + 9	System Information
Alpha	Toggle numeric & alpha mode
Function + *	Get *
Function + #	Get #

- Keypad Input Method

Key	Numeric Mode		Alpha Lowercase Mode				Alpha Uppercase Mode			
		+Func	1st Press	2nd Press	3rd Press	4th Press	1st Press	2nd Press	3rd Press	4th Press
1	1	F1	+	-	+	-	+	-	+	-
2	2	F2	a	b	c	a	A	B	C	A
3	3	F3	d	e	f	d	D	E	F	D
4	4	F4	g	h	i	g	G	H	I	G
5	5	F5	j	k	l	J	J	K	L	J
6	6	F6	m	n	o	M	M	N	O	M
7	7	F7	p	q	r	S	P	Q	R	S
8	8	F8	t	u	v	t	T	U	V	T
9	9	F9	w	x	y	z	W	X	Y	Z
0	0	F10	space	space	space	space	space	space	space	space
.	.	.	/	/	/	/	/	/	/	/

2 Pocket PC Basics

Pocket PC Basics Help

Concepts
    Entering Information
    Today screen
    Pop-Up Menus
    Notifications
    Beaming Information

How To
    Use Pocket PC
    Use a Program
    Get Help
    Use the Input Panel
    Use My Text
    Find a File or an Item
    Use File Explorer
    Protect Device Information
    Free Memory
    Copyright Information

Using Pocket PC

- Use on the navigation bar, located at the top of the screen, to quickly move to programs, files, and settings. Use the command bar at the bottom of the screen to perform tasks in programs. The command bar includes menus, buttons, and the input panel.

- Tap and hold an item to see a pop-up menu containing a list of actions you can perform. Pop-up menus give you quick and easy access to the most common actions.

See Also: Entering Information
        Pop-Up Menus

Get Help

- For information about a program, tap ![Start icon] > **Help** while using the program. For help with a dialog box or wizard, tap ![Help icon]. Use the Up/Down control to scroll, and the Action button to close Help. To quickly find information, tap **Find** and enter a word or item for which you need information.

- To see the name of a button on the navigation bar, tap and hold the stylus on the button. Drag the stylus off the button so that the command is not carried out.

  💡 You can also view Help by using a Web browser on your PC. First, use ActiveSync to explore the mobile device folder. Then, copy the desired Help file (*.htm), located in the Windows folder, to your PC, and then use your browser to view or print it. For information on using ActiveSync to view device files, see ActiveSync Help on the PC.

Entering Information

You can enter information on your device in several ways, depending on the type of device you have and the program you are using.

- **Synchronizing:** Using ActiveSync, exchange information between your PC and device.

- **Typing:** Using the input panel, enter typed text into the device. You can do this by tapping keys on the soft keyboard or by using handwriting recognition software.

- **Writing:** Using the stylus, write directly on the screen.

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- **Drawing:** Using the stylus, draw directly on the screen.
- **Recording:** Create a stand-alone recording or embed a recording into a document or note. (Your device may not support recording.)

For more information on ActiveSync, see ActiveSync Help on the PC.

See Also: Use the Input Panel

Free Memory

Try the following procedures to free memory on your device.

- Store files on a storage card. Tap > **Programs** > **File Explorer**. Tap and hold the file, and tap **Cut**. Browse to the storage card folder and tap **Edit** > **Paste**.
- Move mail attachments to a storage card.
- Delete unnecessary files. Tap > **Programs** > **File Explorer**. Tap and hold the file, and tap **Delete**.
- Delete large files. To find your largest files, tap > **Find**. In the **Type** list, tap **Larger than 64 KB**, and then tap **Go**.
- In Internet Explorer, delete all files and clear history.
- Remove programs you no longer use.
- Stop programs you are not currently using. In most cases, programs automatically stop to free needed memory. However, in some situations, such as when confirmation dialog boxes are waiting for a user response, the program may not be able to automatically stop. To check the state of your active programs, tap > **Settings** > **System** tab. Tap **Memory** > **Running Programs** tab. Tap the program you want to view and then tap **Activate**. Close any open windows or messages and return the program to list view. If this doesn't work, you can stop the

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program manually. First, make sure that your work is saved by closing open items and returning the program to List View. Then, stop the program by tapping **Stop** or **Stop All** on the **Running Programs** tab.

- Reset your device, as described in your owner's manual.

See Also: Memory

Today Screen

The Today screen displays important information, such as today's appointments and status icons for your device. Tap the information listed on the Today screen to open the associated program. You can go to the Today screen by tapping ![icon] > **Today**.

To customize what is displayed on the Today screen, including the background image, tap **Today** at the top of the Today screen or tap ![icon] > **Settings** > **Personal** tab > **Today**.

      Status icons display information such as low batteries or when the device is connected to a PC or the Internet. You can tap an icon to open the associated setting or program.

See Also: Use a Program

Pop-Up Menus

Use pop-up menus to quickly perform an action on an item. For example, you can use a pop-up menu to delete or make a copy of an item. To access a pop-up menu, tap and hold the item that you want to perform the action on. When the menu appears, tap the action you want to perform, or

tap anywhere outside the menu to close the menu without performing an action.

See Also: Entering Information

Notifications

When you have something to do, your device notifies you in a variety of ways. For example, if you've set up an appointment in Calendar, an e-mail message arrives, or a friend sends you an instant message, you'll be notified in any of the following ways (your device may not have all of these notification options):

- A message box appears on the screen.
- A sound, which you can specify, is played.
- A light flashes on your device.
- The device vibrates.

  You can choose Notification Types.

Beaming Information

Use beaming software and hardware, such as infrared (IR), to send and receive information and files between mobile devices. If an IR port is installed on your PC, you can send and receive information and files between your device and PC.

For information on the type of transfer your device supports, see the User's Guide provided by your device's manufacturer. For information about beaming specific information within a program, see Help on your device for that program.

If you are unable to beam information between two devices, try the following:

- Transfer only one file, or no more than 25 contact cards, at a time.
- When using IR, make sure nothing is between the two IR ports.
- Adjust the room lighting or move to another location (some types of light interfere with beaming).

Use a Program

You do not need to exit a program to open another or to conserve memory. The system manages memory automatically. To switch between programs, tap or press a hardware program button.

💡 To switch to or close programs manually, tap > **Settings** > **System** tab > **Memory** > **Running Programs** tab.

See Also: Find a File or an Item

Use the Input Panel

Show and hide the input panel

Change the input method

Use the keyboard

Use Block Recognizer

Show and hide the input panel

To show or hide the selected input method, tap the keyboard ⌨️|▲ on

the command bar.

See Also: Change the input method

        Use the keyboard

        Use Block Recognizer

Change the input method

Tap the arrow ⌨️|▲ and select a new input method.

💡 To change the options for any input method, tap **Options**.

See Also: Input

        Show and hide the input panel

        Use Block Recognizer

        Use the keyboard

Use the soft keyboard

Tap the ⌨|▲ arrow and then **Keyboard**.

- To type lowercase letters, tap the keys with the stylus.
- To type a single uppercase letter or symbol, tap the SHIFT key. To tap multiple uppercase letters or symbols, tap the CAP key.
- To convert a letter to uppercase, tap and hold the stylus on the letter and drag up.
- To add a space, drag the stylus to the right across at least two keys.
- To backspace one character, drag the stylus to the left across at least two keys.
- To insert a carriage return, tap and hold the stylus anywhere on the keyboard and drag down.

If you want to use larger keys, tap the ⌨|▲ arrow, **Options**, select

Keyboard in **Input method**, and then select **Large Keys**.

See Also: Change the input method

Show and hide the input panel

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Use Block Recognizer

Character recognition software gives you a fast and easy method for entering information in any program on your device. Letters, numbers, and punctuation you write are translated into typed text.

To use character recognition, tap the ⌨️|▲ arrow and then **Block Recognizer**. For help with writing characters, tap the question mark near the writing area.

See Also: Change the input method

　　　　　Show and hide the input panel

Find a File or an Item

1. Tap 🏁 > **Find**.

2. In **Find**, enter the file name, word, or other information you want to search for. If you have looked for this item before, tap the **Find** arrow and select the item from the list.

3. In **Type**, select a data type to help narrow your search.

4. Tap **Go**. The My Documents folder and subfolders are searched.

5. In the **Results** list, tap the item you want to open.

💡 A 🔲 next to a file name indicates the file is saved on a storage card.

Use My Text

My Text is available in Inbox and MSN Messenger and provides a fast, easy way to add common sentences to your messages.

- To quickly add common messages, tap My Text and tap a desired message.
- To edit a My Text message in MSN Messenger, tap Tools > Edit My Text Messages. Tap the message you want to edit and enter new text at the bottom of the screen.
- To edit a My Text message in the message list in Inbox, tap Tools > Edit My Text Messages. Tap the message you want to edit and enter new text at the bottom of the screen.
- To edit a My Text message in an e-mail message in Inbox, tap Edit > Edit My Text Messages. Tap the message you want to edit and enter new text at the bottom of the screen.

Use File Explorer

1. Tap > **Programs** > **File Explorer**.

2. Tap the folder list (labeled **My Documents** by default) and then the folder that you want to view.

3. To open an item, tap it. To quickly delete, rename, copy, or move an item, tap and hold. To select multiple items, tap and drag. Then, tap and hold the selected items. On the pop-up menu, tap **Copy**, **Delete**, or **Rename**.

💡 A 🔳 next to a file name indicates that the file is saved on a storage card.

Protect Device Information

You may keep valuable information on your device, such as names and phone numbers of important contacts, credit card numbers, and confidential documents. Here are some ways to protect your important information.

- **Use a password.** You can set a password that must be entered before you can access the device. Tap > **Settings** > **Personal** tab > **Password**. Choose a password that's easy to remember. If you forget it, you must clear memory to use your device again. Clearing memory will erase all of your data.

- **Back up your data.** You can create and maintain a backup file that contains your device program data. If, for example, you accidentally remove both the main and backup batteries and lose your data, you can

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restore it from the backup file. For more information, see ActiveSync Help on the PC.

- **Display owner information when the device is turned on.** Tap ![icon] > **Settings** > **Personal** tab > **Owner Information** and enter your personal information. Select **Show information when device is turned on** so that if you lose your device, it can be returned to you.

Copyright Information

Create a copy

Use **Tools** > **Save As** to create a copy of a document or workbook.

- To create a copy, enter a new name.
- To store the item on a storage card, insert the card into your device and select **Storage Card** from the **Location** list.

💡 To create a new folder, in the document or workbook list, tap the folder list (labeled **All Folders** by default), then tap **Add/Delete**.

If your Pocket Word document is simple, save it as a Plain Text Document to save storage space.

Open an item

1. In the **Folder** list, select the folder the item is stored in.

2. In the **Type** list, select the item's file type. The folder and subfolders are searched and the results displayed in the area below.

3. Tap the item you want to open.

To sort based on a column, tap the column heading. Tap the column heading again to reverse the sort order (ascending to descending).

3　　　Settings

Buttons

Tap > **Settings** > **Personal** tab > **Buttons**.

- On the **Program Buttons** tab, customize the program hardware buttons to open your most used programs. In **Button**, tap the button you want to assign, and select a new program in **Button assignment**.

- Pressing and holding the Up/Down Control scrolls through the items in a list. If scrolling is too fast or slow, adjust the delay and repeat rates on the **Up/Down Control** tab. **Delay before first repeat** changes the time

elapsed before scrolling begins. **Repeat rate** changes the time it takes to scroll from one item to the next.

Certificates

About Certificates

Manage Personal Certificates

Manage Root Certificates

Delete a Certificate

View Certificate Details

About Certificates

On your device you can add and delete public key certificates. These certificates help establish your identity when you are logging onto a secured network, such as a corporate network. Certificates also help establish the identity of other computers, such as servers, with which you connect. This helps prevent unauthorized users from accessing your device and information.

You can store two types of certificates on your device: personal certificates that establish your identity, and root certificates that establish the identity of servers with which you connect. Your device may include a set of preinstalled certificates. For information about viewing and deleting certificates, see Manage Personal Certificates and Manage Root Certificates.

Manage Personal Certificates

1. Tap > **Settings** > **Certificates**. The list displays the name of the

certificate issuer and the expiration date.

2. To view more information about a certificate, tap it in the list.

3. To delete a certificate, tap and hold it in the list, and then tap **Delete**.

See Also: About Certificates

Manage Root Certificates

Manage Root Certificates

1. Tap > **Settings** > **Certificates**> **Root** tab. The list displays the

name of the certificate issuer and the expiration date.

2. To view more information about a certificate, tap it in the list.

3. To delete a certificate, tap and hold it in the list, and then tap **Delete**.

See Also: About Certificates

Manage Personal Certificates

Delete a Certificate

1. Do one of the following:

  o To delete a personal certificate, tap > **Settings** > **Certificates**.
  o To delete a root certificate, tap > **Settings** > **Certificates** >
  Root tab.

2. Tap the certificate in the list, and then tap **Delete**.

See Also: About Certificates

Manage Personal Certificates

Manage Root Certificates

View Certificate Details

1. Tap > **Settings** > **Certificates**.

2. Tap either the **Personal** or the **Root** tab, depending on the type of certificate to view.

3. Tap the certificate whose details you want to view.

See Also: About Certificates

Manage Personal Certificates

Manage Root Certificates

Input

Tap > **Settings** > **Personal** tab > **Input**.

■ On the **Input Method** tab, select an input method and change desired options.

■ On the **Word Completion** tab, select desired options for word completion.

■ On the **Options** tab, select desired options for writing and recording (your device may not support recording). These options apply to any program on the device where you can record or write. These options do not apply to text you enter using the input panel.

You can also change input options by tapping the arrow and

then **Options**.

See Also: Entering Information

Menus

Tap ![icon] > **Settings** > **Personal** tab > **Menus**.

- On the **Start Menu** tab, select the programs to appear under ![icon].

- On the **New Menu** tab, you can select **Turn on New button menu** and then select the items to appear on the menu. When you do this, an arrow appears next to **New** in the command bar of certain programs such as Pocket Word, Pocket Excel, Contacts, Calendar, and Tasks. You can tap this arrow and then tap a new item to create.

💡 You can create subfolders and shortcuts to appear under ![icon]. In ActiveSync on the PC, click **Explore**. Double-click **My Pocket PC**, click **Windows**, click **Start Menu**, and then create the folders and shortcuts that you want.

Owner Information

Tap ![icon] > **Settings** > **Personal** tab > **Owner Information**.

- On the **Identification** tab, enter your personal information. Select **Show information when device is turned on** so that if you lose your device, it can be returned to you.

- On the **Notes** tab, enter any additional text you want to display when the device is turned on, such as: Reward if found.

Password

Tap ![Start icon] > **Settings** > **Personal** tab > **Password**.

- Select the type of password you would like to use. A strong password must have at least 7 characters that are a combination of uppercase and lowercase letters, numerals, and punctuation.

- Enter the password and, if necessary, confirm the password.

- Select how long your mobile device must be turned off before the password is required for using the device.

💡 If your device is configured to connect to a network, use a strong password to help protect network security. Password cracking tools continue to improve and the computers used to crack passwords are more powerful than ever.

If you forget your password, you must follow the directions in your owner's manual to clear memory before you can access your device. This erases all files and data you have created and program you have installed. If you've used ActiveSync to create a backup file, all of your program data can be restored. For more information on creating a backup file, see ActiveSync Help on your PC.

Sounds & Notifications

Tap ⊞ > **Settings** > **Personal** tab > **Sounds & Notifications**.

- On the **Volume** tab, you can select the actions for which you want to hear sounds. If you don't want to hear sounds, move the **System volume** slider to **Silent**.

- On the **Notifications** tab, you can customize how you are notified about different events. Select the event name and then select the type of reminder. You can select a special sound, a message, or a flashing light.

  ○ Turning off sounds and the notification light helps conserve battery power.
  Use Phone settings to change the ring type and volume for your phone.

Today

Tap ⊞ > **Settings** > **Personal** tab > **Today**.

- On the **Appearance** tab, select the desired theme for the background. To use your own background, select **Use this picture as the background** and tap **Browse** to locate the desired file.

- On the **Items** tab, select the information you want displayed on the Today screen. To customize the information further, select an information type, and then tap **Options** (not available for all information types).

  ○ To beam a favorite theme to a friend, on the **Appearance** tab, select

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the desired theme and tap **Beam**.

To delete a theme, on the **Appearance** tab, select the desired theme and tap **Delete**.

About

- The **Version** tab displays important device information, including the amount of memory installed.

- On the **Device ID** tab, you may need to change the device name if you are unable to connect to a network because another device with the same name is already connected.

Screen

Tap [icon] > **Settings** > **System** tab > **Screen**.

- When aligning the touch screen, be sure to tap the target firmly and accurately.

- You can also use hardware buttons to align the touch screen. For more information, see your owner's manual.

- For easier reading of text in programs that support ClearType, select **Enable ClearType**.

Backlight

Tap [icon] > **Settings** > **System** tab > **Backlight**.

- You will see this setting only if your device has a backlight that can be customized.

- Using the backlight while on battery power substantially reduces battery life.

Beam

Tap > **Settings** > **Connections** tab > **Beam**.

By default your device detects incoming infrared (IR) and Bluetooth beams and prompts you to accept them. If you do not want your device to detect or receive beams, clear the **Receive all incoming beams** check box.

If someone attempts to send you an IR beam from an older device, you may not be prompted to accept it. In this case, before the beam is sent from the other device, tap **Receive an infrared beam** at the bottom of the Beam screen.

See Also: Beaming Information

Receiving a Bluetooth Beam

Clock

Tap > **Settings** > **System** tab > **Clock**.

- If you visit a particular time zone often, select it as your **Visiting** time zone on the **Time** tab so that you can quickly see the correct date and time.
- You can use your device as a travel alarm clock by setting a wake-up alarm on the **Alarms** tab. Tap the alarm icon to select the type of alarm you want.
- To change the way the date or time is displayed on your device, go to Regional Settings.

The clock is displayed on the navigation bar. Tap the clock to see today's date.

To switch from analog to digital clock display, tap and hold the clock. Tap the type of display you want to see.

Contrast

This setting is not available on all devices.

Tap ⊞ > **Settings** > **System** tab > **Contrast**.

💡 Turning on the backlight can also make the screen easier to read.

Memory

Tap ⊞ > **Settings** > **System** tab > **Memory**.

- The **Main** tab displays the amount of memory the system has allocated to file and data storage versus program storage. This tab also displays the amount of memory in use versus the available memory. For information about making memory available, see Free Memory.

- The **Storage Card** tab displays how much memory is available on a storage card that is inserted into your device. If you have more than one card inserted, tap the list box and then the name of the storage card whose information you want to view.

- The **Running Programs** tab displays the list of currently active programs. You can stop a program by selecting it in the list and tapping **Stop**. You may need to stop a program if it becomes unstable or program memory is low.

Power

Tap ![Windows icon] > **Settings** > **System** tab > **Power**.

- The **Battery** tab displays the amount of battery power remaining. How long your battery power lasts depends on battery type and how you use your device.

- On the **Wireless** tab, you can turn your device's wireless capabilities on and off. Select the type of wireless signal(s), and then select **Wireless signals off** or **Wireless signals on**.

- On the **Advanced** tab, you can select options for turning off your device to conserve battery power. To conserve the most power, select the option to turn off the device after 3 minutes or less.

  ♀ Use the AC adapter to plug your device into external power whenever possible, especially when using a CompactFlash card, using a modem or other peripheral, using the device backlight, connecting to a PC, or letting the notification light flash for extended time periods.

  The type of wireless signal(s) that you select on the **Wireless** tab are also turned on or off when you tap ![signal icon] and then tap **Turn wireless on** or **Turn wireless off**.

Regional Settings

Tap ![Windows icon] > **Settings** > **System** tab > **Regional Settings**.

- On the **Region** tab, select your region to set the default number formats.

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- To change the time display to 24 hours, tap the **Time** tab and choose a time style that starts with a capital H.
- To customize further, tap the tabs and select desired options. The characteristics available are determined by the region selected on the **Region** tab.

Remove Programs

Tap > **Settings** > **System** tab > **Remove Programs**.

- You can remove programs that you installed in storage memory only. Programs that come with your device cannot be removed.
- You can quickly return your device to the factory default configuration by clearing all memory. All data will be lost. For instructions, see your owner's manual.

Policy

Tap > **Settings** > **System** tab > **Policy**.

To prevent employees from adding new programs, select **Enable restrictions**.

4 ActiveSync

About Microsoft ActiveSync

With Microsoft ActiveSync on both your PC and mobile device, you can exchange information between a PC or server and your device. To synchronize your device with your PC, you must install ActiveSync on the PC. Using ActiveSync, you can:

- Synchronize information between your device and PC or server so that you have the latest information in all locations.
- Change synchronization settings and synchronization schedule.
- Copy files between your device and PC.
- Back up and restore device information.
- Add and remove programs on your device.

Once ActiveSync is installed on your PC, you will be prompted to connect and create a partnership with your device by using a cable, cradle, or infrared connection. During this partnership you can decide exactly which types of information you want to synchronize with your PC and which you want to synchronize with a server. After the partnership is created, you can also connect your device to the PC or server using a modem or a network (Ethernet) card.

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> You can synchronize information between your mobile device and a server if your company is running Microsoft Exchange Server with Exchange ActiveSync.

See Also: Connect to a PC

Start and Stop Synchronization

Set Up Remote Synchronization

Synchronize Automatically

With ActiveSync you can schedule automatic synchronization between your device and a server every time an item arrives or is changed at the server. Your device is informed of that event and synchronizes automatically to retrieve those items, making your device always up-to-date.

1. In ActiveSync on the device, tap **Tools** > **Options** > **Mobile Schedule** tab.

2. Select one or both of the following:

   o To synchronize as items arrive during peak times, select **As items arrive** in the **During peak times, sync** list.

   o To synchronize as items arrive during off-peak times, select **As items arrive** in the **During off-peak times, sync** list.

3. When finished, tap the **Server** tab.

4. Tap **Options**.

5. Tap **Device Address**.

6. Enter one of the following:

   o If your company has instructed you to use a pre-defined service provider profile, select **Corporate Service Provider**, enter the

profile name in **Service Provider Name**, and enter your device

phone number, if necessary, in **Device Phone Number**.

o Select **Device SMS Address** and enter the address that identifies

your device on the network. This is the same address that other

Internet users use to send SMS messages to your device.

You can synchronize information automatically as items arrive if your
company is running Microsoft Exchange Server with Exchange
ActiveSync. To set the days and hours for peak times, tap **Peak Times**.

See Also: Change the synchronization schedule

Start and Stop Synchronization

Change peak times

Manage Wireless Synchronization Costs

About Microsoft ActiveSync

Change peak times

Set peak times to reflect working hours or other times when you

experience high mail volume.

1. In ActiveSync on the device, tap **Tools** > **Options** > **Mobile Schedule**

tab.

2. Tap **Peak Times**.

3. Select the days and hours you want to use as peak times.

4. Tap **OK** to finish.

See Also: Synchronize automatically

Start and Stop Synchronization

Manage Wireless Synchronization Costs

Manage Wireless Synchronization Costs

To manage the cost of synchronizing wirelessly from your device, you must balance the following considerations:

- Battery life
- Network connection or data transfer costs
- How up-to-date you want your information to be

Maximize battery life

Each time your device synchronizes, some of the stored battery power is used. Setting up ActiveSync to synchronize frequently on a schedule or automatically when items arrive uses more battery power than synchronizing manually. To maximize battery life, schedule synchronization infrequently or synchronize manually.

Minimize connection and data costs

Each time your device synchronizes wirelessly, ActiveSync connects to your service provider network. Depending on your rate plan, each connection may have costs associated with it. Some service providers also charge by the amount of data that you transfer across their network. To minimize the number of times you connect to synchronize, increase the time between scheduled synchronizations, or set the device to synchronize manually. To get the most data each time you synchronize, schedule synchronization more frequently for times when, for example, you receive more mail.

If your device is set to synchronize automatically when items arrive, ActiveSync uses SMS messaging behind the scenes to communicate to your device when an item has arrived. Depending on your rate plan, SMS messages may have costs associated with them on a per-message basis or as a monthly allotment. To reduce SMS messaging costs associated with this feature, schedule synchronization automatically when items arrive during times when mail volume is low.

Be more up-to-date

Keeping the information on your device always up-to-date requires more frequent synchronization. If your priority is to stay up-to-date, recharge your battery frequently and synchronize often. During periods of high mail volume, you can stay up-to-date efficiently by scheduling synchronization at frequent intervals. During periods of low mail volume, you can stay up-to-date efficiently by scheduling synchronization automatically when items arrive.

Contact your ISP or network service provider (such as your cellular phone network provider) to confirm the details of your rate plan.

The power-off timer is reset each time the device synchronizes. If you set a synchronization schedule that is more frequent than the time set for the device to automatically power off, the device will never turn off to save battery power.

See Also: Change the synchronization schedule

Synchronize automatically

Start and Stop Synchronization

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Connect to a PC

Connect to a PC via a cable or cradle

Connect to a PC via infrared

Connect to a PC via a cable or cradle

Connect your device and PC via a cable or cradle to start synchronization. The baud rate and/or cable type is set automatically. If you have problems connecting, try lowering the baud rate or selecting a different type of cable, such as USB.

1. Tap ![icon] > **ActiveSync** > **Tools** > **Options** > **PC** tab.
2. Tap **Options**.
3. Select **Enable PC sync using this connection**, and select a baud rate or cable type. The next time your device and PC are connected, this new setting will be used.
4. To disconnect, remove your device from the cradle or detach it from the cable.

See Also: Connect to a PC via infrared

Synchronize remotely with a PC

Connect to a PC via infrared

1. Follow the instructions in ActiveSync Help on the PC for setting up your PC.
2. Line up the infrared (IR) ports according to the instructions in your owner's manual so that they are unobstructed and within a close range.

3. Initiate a connection from the device by tapping > **ActiveSync** >

   Tools > **Connect via IR**.

4. Begin synchronization on your device.

See Also: Connect to a PC via a cable or cradle

Set Up Remote Synchronization

Synchronize remotely with a PC

Synchronize remotely with a server

Change the synchronization schedule

Synchronize automatically

Change peak times

Switch from synchronizing with a server to your PC

Stop synchronizing with a server

Manage Wireless Synchronization Costs

Synchronize remotely with a PC

1. In ActiveSync on the device, tap **Tools** > **Options** > **PC** tab.

2. In **When syncing remotely with a PC**, select your computer name in
   the **Use this PC** list.

3. Select one or both of the following:

   o Select **Use mobile schedule to sync with this PC** if you want to
      synchronize with the PC at scheduled intervals.

   o Select **Sync with this PC during manual sync** if you want the
      device to sync with this PC every time you sync manually.

4. Set up a work connection.

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5. Start synchronizing your device.

💡 For more information on the conditions that must be met on the PC and to change synchronization options, see ActiveSync Help on the PC.

To determine the schedule on which your device will synchronize with the PC, view or change the synchronization schedule.

See Also: About Microsoft ActiveSync

Change the synchronization schedule

Change peak times

Start and Stop Synchronization

Manage Wireless Synchronization Costs

Synchronize remotely with a server

1. In ActiveSync on the device, tap **Tools** > **Options** > **Server** tab.

2. Select the types of information, such as Calendar, Contacts, or Inbox that you want to synchronize with the server.

3. To change synchronization settings, such as the amount synchronized, select the type of information and tap **Settings**. Note that there are no synchronization settings for Contacts.

4. In **Use this server**, enter the name of the Microsoft Exchange server to which you want to connect.

5. Tap **Options**.

6. On the **Connection** tab, enter your user name, password, and domain name.

7. If items change on both your device and server, conflicts will arise during synchronization. To change the rules for resolving, tap **the Rules** tab and select desired options.

8. Set your desired synchronization schedule.

9. If you want to synchronize information automatically as items arrive, set up automatic synchronization.

10. Set up a work connection.

11. Begin synchronization on your device.

You can also set up a connection to synchronize remotely with a server when you first create a partnership between your mobile device and your PC. You can synchronize information between your mobile device and a server if your company is running Microsoft Exchange Server with Exchange ActiveSync.

You can synchronize information automatically as items arrive only if your company is running Microsoft Exchange Server with Exchange ActiveSync.

See Also: About Microsoft ActiveSync

Change the synchronization schedule

Synchronize automatically

Change peak times

Start and Stop Synchronization

Manage Wireless Synchronization Costs

Change the synchronization schedule

Using ActiveSync, you can schedule synchronization of your device on two separate schedules. Use the peak times schedule to synchronize during working hours or other times you experience higher mail volumes. Use the off-peak schedule to synchronize during times when you experience lower mail volumes. When you are roaming, you can synchronize manually to reduce roaming charges, or you can synchronize using the mobile schedules.

1. In ActiveSync on the device, tap **Tools** > **Options** > **Mobile Schedule** tab.
2. To synchronize periodically during peak times, select the frequency of synchronization in the **During peak times, sync** list. For more information about synchronizing when items arrive, see Synchronize automatically.
3. To synchronize periodically during off-peak times, select the frequency of synchronization in the **During off-peak times, sync** list.
4. To synchronize while roaming, select a frequency in the **When roaming, sync** list.

 The power-off timer is reset each time the device synchronizes. If you set a synchronization schedule that is more frequent than the time set for the device to automatically power off, the device will never turn off to save battery power.

 To set the days and hours for peak times, tap **Peak Times**.

See Also: Synchronize automatically

     Start and Stop Synchronization

     Power settings

     Manage Wireless Synchronization Costs

Start and Stop Synchronization

- To start synchronization, make a connection between your mobile device and PC, and then tap **Sync**.
- To end synchronization, tap **Stop**.

See Also: About Microsoft ActiveSync

Stop synchronizing with a server

Connect to a PC

Set Up Remote Synchronization

Switch from synchronizing with a server to your PC

Change the synchronization schedule

Synchronize automatically

Switch from synchronizing with a server to synchronizing with your PC

If you no longer want to synchronize an information type between your device and a server, you can easily switch to synchronize that information type with your PC instead.

1. In ActiveSync on the device, tap **Tools** > **Options** > **Server** tab.

2. Clear the check boxes next to the information types that you no longer want to synchronize with a server.

3. Tap **OK** to finish.

See Also: Stop synchronizing with a server

Stop synchronizing with a server

1. In ActiveSync on the device, tap **Tools** > **Options** > **Server** tab.

2. Clear the check box next to the information type that you no longer want
to synchronize with a server.

See Also: Switch from synchronizing with a server to synchronizing with
your PC

5 Calendar

About Calendar

Use Calendar to schedule appointments, including meetings and other events. You can check your appointments in one of several views (Day, Week, Month, and Agenda) and set Calendar to remind you of appointments with a sound or other method.

Appointments for the day can be displayed on the Today screen.

If you use Outlook on your PC, you can synchronize appointments between your device and PC.

Synchronizing Calendar

Calendar items stored on your device can be synchronized with calendar items on your PC or Microsoft Exchange Server. (Note that you can only synchronize information directly with an Exchange Server if your company is running Microsoft Mobile Information Server 2002 or later.) Calendar synchronization is automatically selected in ActiveSync.

Calendar items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures).

For more information on synchronization, see ActiveSync Help on the PC.

Why Use Categories?

Use categories to group related tasks, contacts, and appointments. Then, use these groupings to quickly display only the information you want. For example, you can easily share your device with another by assigning your appointments to a category with a special project's name. You can then use this category to filter Calendar and only display appointments for that project.

In Month View, the day of an appointment assigned to the Holiday category will appear in red.

See Also: Assign a contact to a category

Assign a task to a category

Assign an appointment to a category

What's an All Day Event?

An appointment can either be a normal appointment or an all day event, which lasts the full day or spans many days. Examples include a trade show, a vacation, or a seminar. You can also use all day events to schedule an annual event, such as a birthday or anniversary. In this case, change the **Status** box to **Free** (you may need to scroll to see it) so that it does not show time as busy in your calendar. All day events do not occupy

blocks of time in Calendar; instead, they appear in banners at the top of the calendar.

💡 All day events with attendees cannot be modified or created on the device. If you create all day events with attendees on your PC, use ActiveSync to copy such events to the device. Then, view them in Calendar. For more information on copying files, see ActiveSync Help. To use the device to schedule an appointment with attendees lasting all day, set type to **Normal**, then adjust the date and time appropriately.

See Also: Create an all day event

What's a Recurring Pattern?

If you have an appointment or task that you do on a regular basis, such as a weekly team meeting or a monthly status report, enter the item once and set a recurring pattern for it. If the default patterns in the list are not what you need, you can create your own pattern using the wizard.

See Also: Make a task recurring

Make an appointment recurring

View Appointments

You can view appointments in one of several views (Agenda, Day, Week, and Month). In Agenda view, upcoming appointments are displayed in bold. To see detailed appointment information in any view, tap the appointment. To see a list of available actions for an appointment, tap and hold the appointment.

💡 Tap 🪟 > **Today** to quickly see your appointments for the day.

Month view displays symbols to indicate the types of appointments you have on a given day. An upward triangle indicates a morning appointment; a downward triangle indicates an afternoon appointment. If you have appointments in the morning and afternoon, a solid square is displayed. If you have an all day event not marked **Free**, a hollow square is displayed.

See Also: Create and Change Appointments

Create and Change Appointments

Create or change an appointment
Create an all day event
Set a reminder for an appointment
Add a note to an appointment
Make an appointment recurring
Assign an appointment to a category
Send a meeting request
Beam an appointment
Find an appointment
Delete an appointment

Create or change an appointment

- To create an appointment, tap **New**. To select a new date from a pop-up calendar, tap the display date. To enter or select a new time, tap the display time. Enter the appointment details, and when finished, tap **OK** to return to the calendar.

- If you are working in Day view, tap the time slot for the new appointment and then **New** to have the time automatically entered for you.
- To change an appointment, tap it in the calendar, and then tap **Edit**. Change any appointment detail by tapping it and entering the new information.

💡 Tap the arrows to the right of the description and location boxes to choose from previous entries.

When entering a time, you can type military and abbreviated time forms, such as 2300 (becomes 11:00 PM), 913pm (becomes 9:13 PM), 911 (becomes 9:11 AM), and 9p (becomes 9:00 PM).

See Also: Create an all day event

Make an appointment recurring

Set a reminder for an appointment

Create an all day event

1. Tap **New**.

2. Tap **Type** and select **All Day**.

💡 To change an all day event, switch to Day or Agenda view, tap the event listed at the top of the calendar, and then tap **Edit**. Change any appointment detail by tapping it and entering the new information.

All day events with attendees cannot be modified or created on the device. If you create all day events with attendees on your PC, use ActiveSync to copy such events to the device. Then, view them in Calendar. For more information on copying files, see ActiveSync Help.

To use the device to schedule an appointment with attendees lasting all day, set type to **Normal**, then adjust date and time appropriately.

See Also: Delete an appointment

Make an appointment recurring

Set a reminder for an appointment

What's an All Day Event?

Set a reminder for an appointment

1. In the calendar, tap the appointment, and then tap the upper portion of the summary screen.

2. Tap **Reminder** and select **Remind me**.

3. To change how many minutes before the appointment you are reminded, tap the minutes displayed.

To automatically set a reminder for all new appointments, in the calendar, tap **Tools** > **Options** and select **Set reminders for new items**.

To choose how you are reminded, for example by a sound, tap > **Settings** > **Personal** tab > **Sounds & Reminders**.

See Also: Make an appointment recurring

Add a note to an appointment

You can add written or typed notes and even recordings (if your device supports recordings) to an appointment. This is a good place for maps, drawings, and other detailed information.

1. In the calendar, tap the appointment.

2. Tap **Tap here to enter notes**. For specific instructions, see Notes Help.

💡 To edit an existing note, tap the appointment in the calendar, and then tap the note on the summary screen.

See Also: Assign an appointment to a category

Make an appointment recurring

1. In the calendar, tap the appointment, and then tap the upper portion of the summary screen.

2. Tap **Occurs** and select a pattern from the list. Or, to create a new pattern, tap **Edit pattern**, and follow the steps in the wizard.

See Also: What's a Recurring Pattern?

Set a reminder for an appointment

Assign an appointment to a category

1. In the calendar, tap the appointment, and then tap **Edit**.

2. Tap **Categories**.

3. On the **Select** tab, select the categories that you want to assign the appointment to.

4. To create a new category, tap the **Add/Delete** tab, enter the category name, and then tap **Add**. The new category is automatically selected in the **Select** tab.

💡 To find an appointment assigned to a category, tap **Tools** > **Categories** and select the type of appointment that you want displayed. To show all appointments again, tap **Tools** > **Categories**

and clear all categories.

See Also: Find an appointment

Why Use Categories?

Send a meeting request

Use Calendar to schedule meetings with people who use Outlook or
Pocket Outlook. When attendees receive a meeting request, they can
accept or decline the meeting. If they accept, the meeting is automatically
added to their schedule. In addition, their response is sent back to you,
and your calendar is updated.

Before you can send a meeting request, you must enter e-mail addresses
in Contacts Help and set up Inbox to send and receive messages.

1. Tap **New**.

2. Enter the meeting information.

3. Tap **Attendees** (you will need to hide the input panel to see this box).

4. Select the contacts you want to invite. Only those contacts with e-mail
   addresses will be displayed.

5. Select other desired options and then tap **OK**.

6. Inbox automatically creates a meeting request and sends it to the
   attendees the next time you synchronize with your PC. Any textual
   notes entered in the Notes tab (excluding writing or recordings) will be
   sent also.

   If you are sending the meeting request through a connection to an ISP
   or the network, rather than through synchronization with your PC, tap
   Tools > **Options**. In **Send meeting requests via**, tap the service you

want to use to send the meeting request.

See Also: Create or change an appointment

Beam an appointment

Beam an appointment

To beam an appointment, in the calendar list, tap and hold the appointment. On the pop-up menu, tap **Beam Appointment.**

When using infrared (IR), align the IR ports according to the instructions in your owner's manual so that they are unobstructed and within a close range.

When using IR to receive a Beam from a previous version of Pocket PC or the Palm-size PC, tap ⊞ > **Programs** > **Infrared Receive**.

See Also: Find an appointment

Beaming Information

Send a meeting request

Find an appointment

There are two ways to find an appointment:

- Tap ⊞ > **Find**, enter the appointment name, select **Calendar** for the type, and tap **Go**.
- In the calendar, tap **Tools** > **Categories** and select the type of appointment you want displayed. To show all appointments again, tap **Tools** > **Categories** and clear all categories.

In **Find**, you can tap the **Find** arrow to select from a list of items you

have looked for before.

See Also: View Appointments

Delete an appointment

1. In the calendar, tap and hold the appointment.

2. On the pop-up menu, tap **Delete Appointment**.The next time you synchronize, the appointment will be deleted from the PC also.

See Also: Find an appointment

Synchronizing Calendar

Change Options

In the calendar, tap **Tools** > **Options**.

- To see appointment indicators, select icons to be displayed in **Show icons**. You can choose to display indicators for such things as recurring appointments, appointments with notes, and appointments with reminders. Tap and hold an icon to see its name.

- If you are having trouble reading the calendar, select **Use large font**. You will see less appointment information.

See Also: Make an appointment recurring

Send a meeting request

Set a reminder for an appointment

6   Contacts

About Contacts

Contacts maintains a list of your friends and colleagues so that you can easily find the information you're looking for, whether you're at home or on the road. You can enter both personal and business information.

If you use Outlook on your PC, you can synchronize contacts between your device and PC.

See Also: Working with Contacts

          View Contacts

Synchronizing Contacts

Contacts stored on your device can be synchronized with Outlook contacts stored on your PC or with Mobile Information Server 2002 or later.

New items entered in one location are copied to the other during synchronization. Handwritten notes and drawings are saved as pictures when synchronizing with your PC, but are removed when synchronizing with a server.

For more information on synchronization, see ActiveSync Help on the PC.

Why Use Categories?

Use categories to group related contacts, tasks, and appointments. Then, use these groupings to quickly display only the information you want. For example, you can assign work-related contacts to the Business category and personal contacts to the Personal category. You can then use these categories to filter your contacts, tasks, and appointments and quickly find the information you are looking for.

You can also create your own categories, such as Vacation Planning to group your trip planning tasks, and Family to group your relatives' contact information.

See Also: Assign an appointment to a category

Assign a contact to a category

Assign a task to a category

View Contacts

The contact list displays the contact name and the first primary phone number or e-mail address specified for that contact. Contacts are ordered by name of contact or company.

- Tap letters, such as **h** (home), **w** (work), or **m** (mobile) to the right of the contact to see additional phone numbers and e-mail addresses.
- Select a contact and press the Left/Right controls to change the default number, displayed as a letter to the right of the contact name.
- To see more contact information, tap the contact.
- To see a list of available actions for a contact, tap and hold the contact.

- To see a list of contacts employed by a specific company, tap **View** > **By Company**. Then, tap the desired company name.

💡 You can change the appearance of the contact list by tapping **Tools** > **Options**.

See Also: Working with Contacts

Why Use Categories?

Working with Contacts

Create or change a contact

Add a note to a contact

Assign a contact to a category

Copy a contact

Send a message to a contact

Beam a contact

Find a contact

Delete a contact

Create or change a contact

- To create a contact, tap **New**. To enter notes, tap the **Notes** tab. When finished, tap **OK** to return to the contact list.

- To change a contact, tap it in the contact list, and then tap **Edit**. To cancel edits, tap **Edit** > **Undo**. When finished making changes, tap **OK** to return to the contact list.

💡 If you enter a name with more than 2 words, the middle word will be recorded as a middle name. If your contact has a double first or last

name, tap the **Name** arrow and enter the names in the proper box.

New contacts are added to the category that is currently displayed.

See Also: Add a note to a contact

Assign a contact to a category

Delete a contact

Add a note to a contact

You can add written or typed notes and even recordings (if your device supports recordings) to a contact. Notes are handy for maps and drawings.

1. In the contact list, tap the contact.

2. Tap the **Notes** tab. For specific instructions, see Notes Help.

See Also: Assign a contact to a category

Assign a contact to a category

1. In the contact list, tap the contact, and then tap **Edit**.

2. Scroll to and tap **Categories**.

3. Select the categories that you want to assign the contact to.

4. To create a new category, tap the **Add/Delete** tab, enter the category name, and then tap **Add**. The new category is automatically selected in the **Select** tab.

See Also: Find a contact

Why Use Categories?

Copy a contact

1. In the contact list, select the contact. To select multiple contacts, tap
and drag.

2. Tap **Tools**, and then **Copy Contacts**.

See Also: Create or change a contact

Send a message to a contact

1. In the contact list, tap and hold the contact. To select multiple contacts,
tap and drag. Then, tap and hold the selected contacts.

2. On the pop-up menu, tap **Send E-mail** or **Send SMS**, depending upon
the type of message to send.

To send an e-mail message, you must have an e-mail address
configured for the contact. To send an SMS message, you must have
an SMS number for the contact, which is usually the mobile phone
number.

See Also: Find a contact

Beam a contact

Beam a contact

- To beam a contact, in the contact list, tap and hold the contact. On the
pop-up menu, tap **Beam Contact**.

- To beam multiple contacts, tap and drag to select the contacts. Then,
tap **Tools** > **Beam Contacts**.

When using infrared (IR), align the IR ports according to the
instructions in your owner's manual so that they are unobstructed and
within a close range.

When using IR to receive a beam from Pocket PC 2000 or Palm-size PC, tap ![Windows icon] > **Programs** > **Beam Receive**.

See Also: Find a contact

Beam Information

Send a message to a contact

Find a contact

There are four ways to find a contact:

- Tap ![Windows icon] > **Find**, enter the contact name (first, last, or middle), phone number, or address, select **Contacts** for the type, and then tap **Go**.
- From Contacts, start typing a contact name until you see it displayed on the screen. To show all contacts again, tap the text box at the top of the screen and clear the text, or tap the arrow icon to the right of the text box.
- In the contact list, tap the category list (labeled **All Contacts** by default) and tap the category to which you've assigned a contact. To show all contacts again, select **All Contacts**.
- To view the names of companies your contacts work for, in the contact list, tap **View** > **By Company**. The number of contacts that work for that company will be displayed to the right of the company name.

  To quickly move through a long list of contacts, tap one of the sets of letters displayed at the top of the contact list. This takes you to the contact names beginning with those letters.

See Also: View Contacts

Delete a contact

1. In the contact list, tap and hold the contact. To select multiple contacts,

tap and drag. Then, tap and hold the selected contacts.

2. On the pop-up menu, tap **Delete Contact**.

The next time you synchronize, the contact will be deleted from the PC

also.

See Also: Create or change a contact

Find a contact

Synchronizing Contacts

Change Options

In the contact list, tap **Tools** > **Options**.

■ The area code and country/region for new contacts are automatically

entered based on the information in **Country/Region settings**.

■ If you are having trouble reading the contacts in the contact list, select

Use large font.

■ To increase the available space for displaying contacts in the list, clear

Show ABC tabs.

7 Tasks

Tasks Help	How To
Concepts	View Tasks
About Tasks	Create and Change Tasks
Synchronizing Tasks	Change Options
Why Use Categories?	

About Tasks

Use Tasks to keep track of things you need to do. You can use categories to help you organize your tasks and set reminders for them.

A variety of task information can be displayed on the Today screen.

If you use Outlook on your PC, you can synchronize tasks between your device and PC.

Synchronizing Tasks

Tasks stored on your device can be synchronized with Outlook on your PC. Task synchronization is automatically selected in ActiveSync.

New items entered on one computer are copied to the other during synchronization. Handwritten notes and drawings are saved as metafiles (pictures).

For more information on synchronization, see ActiveSync Help on the PC.

Why Use Categories?

Use categories to group related tasks, contacts, and appointments. Then, use these groupings to quickly display only the information you want. For example, you can assign work-related tasks to the "Business" category and personal items to the "Personal" category. You can then use these categories to filter your tasks, contacts, and appointments and quickly find the information you are looking for.

You can also create your own categories, such as "Vacation Planning" to group your trip planning tasks, and "Family" to group your relatives' contact information.

See Also: Assign an appointment to a category

Assign a contact to a category

Assign a task to a category

View Tasks

The task list displays a list of your tasks. Overdue tasks are displayed in bold (and in red on color devices). If you have a long list of tasks, tap the sort list (labeled **Priority** by default) and select the option you want to sort on. To see more task information, tap the task. To see a list of available actions for a task, tap and hold the task. When you complete a task, tap the check box next to it.

Tap [icon] > **Today** to quickly see the number of active tasks you have.

See Also: Create and Change Tasks

Today screen

Create and Change Tasks

Create or change a task

Set a reminder for a task

Add a note to a task

Make a task recurring

Assign a task to a category

Copy a task

Beam a task

Find a task

Complete or delete a task

Create or change a task

- To quickly create a task, enter text in the **Tap here to add a new task** box at the top of the screen. If you don't see this box, tap **Tools** > **Entry Bar**.
- To create a task with detailed information, such as start and due dates, tap **New**. To enter notes, tap the **Notes** tab. When finished, tap **OK** to return to the task list.
- To change a task, tap it in the task list, and then tap **Edit**.

  New tasks are added to the category that is currently displayed.

  Tap the **Subject** arrow in the task details to choose from previous entries.

See Also: Add a note to a task

Assign a task to a category

Set a reminder for a task

Set a reminder for a task

1. In the task list, tap the task, and then tap **Edit**.

2. Tap the **Due** box and set a due date if you have not already done so.

3. Tap the **Reminder** box and select **Remind me**. You will be reminded at 8:00 in the morning on the due date.

4. To change the reminder date, tap the date displayed.

    💡 To be automatically reminded of new tasks with a due date, in the task list, tap **Tools** > **Options** and select **Set reminders for new items**.

    To choose how you are reminded, for example by a sound, tap > **Settings** > **Personal** tab > **Sounds & Notifications**.

See Also: Make a task recurring

Add a note to a task

You can add written or typed notes and even recordings (if your device supports recordings) to a task. Notes are handy for maps and drawings.

1. In the task list, tap the task.

2. Tap **Edit** > **Notes** tab. For specific instructions, see Notes Help.

    💡 To edit an existing note, tap the task in the task list, and then tap the note on the summary screen.

See Also: Assign a task to a category

Make a task recurring

1. In the task list, tap the task, and then tap the upper portion of the summary screen.

2. Tap **Occurs** and select a pattern from the list. Or, to create a new pattern, tap **Edit pattern**, and follow the steps in the wizard.

See Also: Set a reminder for a task

Assign a task to a category

1. In the task list, tap the task, and then tap **Edit**.

2. Tap **Categories**.

3. Select the categories that you want to assign the task to.

4. To create a new category, tap the **Add/Delete** tab, enter the category name, and then tap **Add**. The new category is automatically selected in the **Select** tab.

   To view a task not assigned to a category, on the task list, tap the category list (labeled **All Contacts** by default) and select **No Categories**.

See Also: Find a task

Why Use Categories?

Copy a task

1. In the task list, tap and hold the task. To select multiple tasks, tap and drag. Then, tap and hold the selected tasks.

2. On the pop-up menu, tap **Create Copy**.

See Also: Create or change a task

Beam a Task

To beam a task, in the task list, tap and hold the task. On the pop-up menu, tap **Beam Task**.

When using infrared (IR), align the IR ports according to the instructions in your owner's manual so that they are unobstructed and within a close range.

When using IR to receive a Beam from a previous version of Pocket PC or the Palm-size PC, tap ![icon] > **Programs** > **Infrared Receive**.

See Also: Find a task

        Beaming Information

Find a task

There are two ways to find a task:

- Tap ![icon] > **Find**, enter the task name, select **Tasks** for the type, and then tap **Go**.
- In the task list, tap the category list (labeled **All Categories** by default), and select the type of task you want displayed. To show all tasks again, select **All Categories**. To view a task not assigned to a category, select **None**.

In **Find**, you can tap the **Find** arrow to select from a list of items you have already looked for.

See Also: View Tasks

Complete or delete a task

- To mark a task completed, in the task list, tap the check box next to the completed task.
- To delete a task, in the task list, tap and hold the task. To select multiple tasks, tap and drag. Then, tap and hold the selected tasks. On the pop-up menu, tap **Delete Task**. The next time you synchronize, the task will be deleted from the PC also.

See Also: Find a task

        Synchronizing Tasks

Change Options

In the task list, tap **Tools** > **Options**.

- To see the start and due dates for a task in the task list, select **Show start and due date**.
- If you are having trouble reading the tasks in the task list, select **Use large font**. You will see fewer tasks.

See Also: Make a task recurring

        Set a reminder for a task

8   Notes

About Notes

Notes helps you quickly capture your ideas, notes, and thoughts. You can create a note using written and typed text, drawings, and recordings. You can also share your notes with others through e-mail, infrared, and synchronization with your PC.

To create documents with advanced formatting or templates, such as bulleted lists and tabs, use word processing software developed for your device, such as Pocket Word.

Synchronizing Notes

Notes can be synchronized between your PC and device either through notes synchronization or file synchronization. Notes synchronization synchronizes the notes on your device with Outlook Notes on your PC. File synchronization synchronizes all notes on your device with the *device name* My Documents folder on your PC.

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To synchronize your notes through notes synchronization, first select the Notes information type for synchronization in ActiveSync. The next time you synchronize, all notes in My Documents and its subfolder on your device will appear in Outlook Notes on your PC. Notes that contain only text will appear as regular notes in Outlook on your PC, while notes containing written text or drawings will appear in the device format. In addition, all notes in the Notes group in Outlook on the PC will appear in Notes on the device.

To synchronize your notes as files, in ActiveSync, select the Files information type for synchronization and clear the Notes information type. When you select Files, the *device name* My Documents folder is created on your PC's desktop. All .pwi files placed in the My Documents folder on your device and all .doc files placed in the *device name* My Documents folder on your PC will be synchronized. Password-protected files cannot be synchronized. ActiveSync converts documents during synchronization. For more information on synchronization or file conversion, see ActiveSync Help on the PC.

♡ When you delete or change an item on either your PC or device, the item is changed or deleted in the other location the next time you synchronize.

If you synchronize your notes using file synchronization and then later decide to use notes synchronization, all of your notes will be synchronized with Outlook on your PC and will no longer be stored in the *device name* My Documents folder.

Entering Information in Notes

There are several ways to enter information into a note.

- **Typing**. Using the input panel, enter typed text into the device. You can do this by tapping keys on the soft keyboard or by using handwriting recognition software.

- **Writing**. Using the stylus, write directly on the screen.
- **Drawing**. Using the stylus, draw directly on the screen.
- **Recording**. Create a stand-alone recording or embed a recording into a note.

See Also: Create and Change Notes

About Converting Writing to Text

You can convert words you write in print or cursive to text by tapping **Tools** > **Recognize**. If a word is not recognized, it is left in its written form.

If the conversion is incorrect, you can choose different words from a list of alternates or return to the original writing.

Tips for getting good recognition:

- Write on the lines and draw descenders below the line. Write the cross of the "t" and apostrophes below the top line so that they are not confused with the word above. Write periods and commas above the baseline.
- For better recognition, try increasing the zoom level to 300% by using the **Tools** menu. Recognition will not work well below a 150% zoom level.
- Write the letters of a word closely and leave big gaps between words so that the device can easily tell where words begin and end.
- Hyphenated words, foreign words that use special characters such as accents, and some punctuation cannot be converted.

See Also: Convert written words to text

View Notes

The note list displays a list of your notes and recordings. If you have a long list, tap the sort list (labeled **Name** by default), and select the option you want to sort on. To open a note or play a recording, tap it. To see a list of available actions for a note or recording, tap and hold the note or recording.

Create and Change Notes

Create or change a note

Create a recording

Create a template

Create a note by using a template

Convert written words to text

Rename or move an item

Find a note

Delete a note

Copy a note

Send a note via e-mail

Beam a note

Create or change a note

To create a note, tap **New**.

- To enter typed text, tap ⌨︎▲ and enter your text. To select text, drag

  across it.

- To write, tap ✎ and use the stylus like a pen. To select writing, tap and

  hold next to the writing you want to select, and when you see the insertion

  point appear, drag across the writing.

- To draw, tap ✎ and use the stylus like a pen to draw a picture that

  crosses at least three ruled lines. A selection box labeled **Drawing** appears

around your picture. To select a drawing, tap and hold the drawing briefly. When you lift the stylus, the drawing is selected.

- To add a recording, see Create a recording.

When finished, tap **OK** to return to the note list.

You can insert the date in a note. First, deselect ✏ and make sure that no drawings are selected. Next, tap and hold anywhere on the note and then tap **Insert Date**.

See Also: Delete a note

Rename or move an item

View Notes

Create a recording

You can create a stand-alone recording, or you can add a recording to an existing note. To add a recording to a note, open the note before recording.

1. If you do not see the **Record/Playback** toolbar, tap 🖼.
2. Hold your mobile device's microphone near your mouth or other source of sound.

3. Tap 🔴 and make your recording.

4. Tap ⬛ when finished. If you are recording in an open note, an icon will appear in the note. If you are creating a stand-alone recording, it will appear in the note list.

5. To play a recording, tap the recording icon in the open note or tap the recording in the note list.

To quickly create a recording, hold down the Record hardware button.

When you hear the beep, begin your recording. Release the button when you are finished. The new recording is stored in the open note or as a stand-alone recording if no note is open.

See Also: Create or change a note

Create a template

1. Create a note as you normally would.

2. In the note list, tap and hold the note.

3. On the pop-up menu, tap **Rename/Move**.

4. In **Folder**, select **Templates**. The template is stored in the Templates folder under the All Folders list.

See Also: Create or change a note

Create a note by using a template

1. Tap the folder list (labeled **All Folders** by default) and then **Templates**.

2. Tap the template you want to use and make your changes.

3. Close the note.

4. In the notes list, tap and hold the note and tap **Rename/Move**. Enter a new name and location for the note.

See Also: Create or change a note

Convert written words to text

1. Tap to move the cursor to the writing you want to convert. Drag across the writing.

2. Tap and hold the selected text and tap **Recognize**, or tap **Tools** > **Recognize**. The selected writing is converted to text.

3. If the conversion is inaccurate, tap and hold the inaccurate word, and tap **Alternates** on the pop-up menu. Tap the word you want in the alternates list. If you don't find a suitable alternative, backspace and retype the word.

To quickly convert all writing in a note to text, make sure that nothing is selected, and then tap **Tools** > **Recognize**.

See Also: About Converting Writing to Text

Create or change a note

Rename or move an item

1. In the note or document list, tap and hold the item you want to rename or move. To select multiple notes or recordings, tap and drag. Then, tap and hold the selected items.

2. On the pop-up menu, tap **Rename/Move**.

To create a new folder, in the note or document list, tap the folder list (labeled **All Folders** by default), and then tap **Add/Delete**.

If you want to store the item on a storage card, insert the card into your device and select **Storage Card** from the **Location** list. A ▮ is displayed next to the file's name to indicate the file is saved on a storage card.

See Also: Delete a note

Find a note

There are two ways to find a note:

- In the note list, tap the folder list (labeled **All Folders** by default) and select the folder you want displayed. To show all folders again, select **All Folders**.

- Tap > **Find**, enter the note or recording name, select **Notes** for the type, and then tap **Go**.

In **Find**, you can tap the **Find** arrow to choose from a list of items you have already looked for.

See Also: View Notes

Delete a note

1. In the note list, tap and hold the note or recording. To select multiple notes or recordings, tap and drag. Then, tap and hold the selected items.

2. On the pop-up menu, tap **Delete**. The next time you synchronize, the note or recording will be deleted from the PC also.

See Also: Display a subset of notes

Synchronizing Notes

Copy a note

1. In the note list, tap and hold the note or recording.

2. On the pop-up menu, tap **Create Copy**.

See Also: Create or change a note

Send a note via e-mail

1. If you haven't already set up Inbox to send and receive messages, do so now.

2. In the note list, tap and hold the note or recording. To select multiple notes or recordings, tap and drag. Then, tap and hold the selected items.

3. On the pop-up menu, tap **Send via E-mail**. A new message is created with the item attached.

See Also: Find a note

Beam a note

Beam a note

To beam a note, in the note list, tap and hold the note. On the pop-up menu, tap **Beam File**.

💡 When using infrared (IR), align the IR ports according to the instructions in your owner's manual so that they are unobstructed and within a close range.

When using IR to receive a Beam from a previous version of Pocket PC or the Palm-size PC, tap 🏁 > **Programs** > **Infrared Receive**.

See Also: Find a note

Beaming Information

Customize Notes

Display a subset of notes
Add, delete, or rename a folder
Change options
Change recording formats

Display a subset of notes

You can quickly find a note or recording by filtering the list.

1. In the note list, tap the folder list (labeled **All Folders** by default).

2. Select the folder you want displayed.

 To show all items again, select **All Folders**.

See Also: Add, delete, or rename a folder

Rename or move an item

Add, delete, or rename a folder

In the note list, tap the folder list (labeled **All Folders** by default), and then tap **Add/Delete**.

- To add a folder, tap **New**.

- To delete a folder, tap the folder and then **Delete**.

- To rename a folder, tap the folder and then **Rename**.

See Also: Rename or move an item

Change options

In the note list, tap **Tools** > **Options**.

- From the **Default template** list, you can select a predesigned template to use with all new notes.

- If you store most of your notes and recordings on a storage card, in **Save to**, tap **Storage card** to have new items automatically stored on your storage card.

See Also: Change recording formats

Create or change a note

Change recording formats

In the note list, tap **Tools** > **Options** > **Global Input Options** link (at the bottom of the page).

- Mobile Voice is a 2.4 KB audio codec (compressor decompressor). It is the recommended format because it provides good voice recording and takes far less storage space than PCM.
- Pulse Code Modulation (PCM) provides slightly better sound quality. However, PCM recordings may take up to 50 times more storage space than Mobile Voice recordings. PCM cannot be used to create recordings that are embedded in notes.

See Also: Change options

9 Pocket Word

Pocket Word Help

Concepts

    About Pocket Word

    Entering Information in Pocket Word

    Synchronizing Pocket Word

    Documents

    Document Conversion

    On-device Conversion Changes

How To

    Create and Open

    Documents

    Work in Typing Mode

    Work in Writing Mode

    Work in Drawing Mode

    Work with Documents

    Change Options

About Pocket Word

You can create and edit documents and templates in Microsoft Pocket Word just as you do in Microsoft Word on your PC. Pocket Word documents are usually saved as .psw files, but you can also save them in other file formats, such as .doc, .rtf or .txt.

You can enter information in a document by typing, writing, drawing, or recording. When you close a document, it is automatically named and placed in the Pocket Word document list.

See Also: Entering Information in Pocket Word

        Work with Documents

Entering Information in Pocket Word

You can enter information by working in different modes, which you select from the **View** menu. For each mode, display the toolbar for that mode by tapping $\boxed{\uparrow_\downarrow}$.

- **Typing**. Using the input panel, enter typed text into the document. You can do this by tapping keys on the soft keyboard or by using handwriting recognition software.
- **Writing**. Use your stylus to write directly on the screen. Lines are displayed as a guide.
- **Drawing**. Use your stylus to draw directly on the screen. A drawing box appears, indicating a single object.
- **Recording**. Embed a recording in a document by speaking into the device microphone.

See Also: Create a recording

   Work in Drawing Mode

   Work in Typing Mode

   Work in Writing Mode

Synchronizing Pocket Word Documents

Pocket Word documents can be synchronized with Word documents on your PC. To synchronize files, first select the Files information type for synchronization in ActiveSync. When you select Files, the *device name* My Documents folder is created on your PC's desktop. Place all files you want to synchronize with the device in this folder. Password-protected files cannot be synchronized.

All Pocket Word files stored in **My Documents** and its subfolders are synchronized with the PC. ActiveSync converts documents during synchronization.

For more information on synchronization or file conversion, see ActiveSync Help on the PC.

When you delete a file on either your PC or your device, the file is deleted in the other location the next time you synchronize.

See Also: Document Conversion

Document Conversion

Word documents (.doc) and templates (.dot) created in Word 6.0 or later on the PC are converted to Pocket Word documents (.psw) and templates (.psw):

- During file synchronization.
- When you copy a Word file from the PC to your device.
- When you open an e-mail message with an attached Word file on your device.

Pocket Word documents are converted to Word documents when they're synchronized or copied back to the PC. During conversion from Word to Pocket Word, most simple text and paragraph formatting are retained and displayed, although some formatting attributes may be changed or lost. For more information, see ActiveSync Help on the PC.

See Also: On-device Conversion Changes

Create and Open Documents

Create a document

Open an existing document

Create a document

In Pocket Word, tap **New**.

You'll see either a blank document or a template, depending on what you've selected in the **Options** dialog box. Select an input mode from the **View** menu.

To check spelling, select text, tap **Tools** > **Spell Check**.

♡ To use your new document as a template, move the document to the Templates folder.

You can insert the date in a document. First, deselect ☐ and make sure that no drawings are selected. Next, tap and hold anywhere on the document, and then tap **Insert Date**.

See Also: Change Options

          Save, rename, move, and delete documents

          Select written words

          Work with Documents

Open an existing document

In the document list, tap the document you want to open. If you don't see the document in the list, make sure you've chosen the correct folder in the folder list (labeled **All Folders** by default).

💡 You can have only one document open at a time. When you open a second document, the first one is saved and closed automatically.

If you're opening a Word document that was created on a PC, you may want to select **View** > **Wrap to Window** so that you can see the entire document.

See Also: View the document list

Work in Typing Mode

Type using the input panel

Find/replace text

Format typed text

Adjust paragraph format

Type using the input panel

1. Tap **View** > **Typing**.

The input panel is displayed.

2. Enter text on the screen, using either the soft keyboard, Character

Recognizer, or other available input method. Tap ⌨️|▲ to switch between

the input methods.

💡 To display the toolbar, tap ↑↓ .

See Also: Adjust paragraph format

Format typed text

Find/replace text

1. Tap Edit > Find/Replace.

2. Enter the text you want to find and tap Find. If you're replacing text, tap Replace and enter the replacement text.

   For a paragraph, enter ^p. For a tab stop, enter ^t.

3. Select the appropriate options.

4. Tap Find.

   Pocket Word selects the first instance of the text in the document and displays buttons that allow you to find the next instance or replace the text, as desired.

Format typed text

To display the typing toolbar, in typing mode, tap [↑↓]. Quickly change the

appearance of selected text or new text by tapping buttons on the toolbar.

- Tap the appropriate button to bold, underline, or italicize text.

- For additional formatting options, such as font size and color, tap [F].

See Also: Adjust paragraph format

Edit objects

Format written words

Adjust paragraph format

Change the appearance of selected paragraphs or new paragraphs:

- To create bulleted lists, tap the appropriate button on the typing toolbar and press ENTER to create a new bulleted item. Select the button again to end bulleted formatting.

- To switch between left, center, and right paragraph alignment, tap the appropriate button on the typing toolbar.

- To change paragraph indentation, tap **Edit** > **Paragraph**. For each type of indentation, tap the left or right arrow to change the indentation by .1" increments.

See Also: Format typed text

Work in Writing Mode

> Write using the stylus
>
> Select written words
>
> Format written words
>
> Convert written words to text

Write using the stylus

1. Tap **View** > **Writing**.

   Ruled lines appear as guides on the screen, and the zoom percentage changes to make it easier to read.

2. Using the stylus, write on the screen.

   If you cross three ruled lines in a single stylus stroke, the writing becomes a drawing. Every stroke within the drawing box becomes part of the drawing.

See Also: Format written words

Select written words

Select written words

There are two ways to select written words:

- Tap and hold next to the writing you want to select, and when you see the insertion point appear, drag across the writing.

- In writing mode, tap ↑↓ to display the writing toolbar. Deselect ✎ and drag the stylus across the written words you want to edit or format.

See Also: Format written words

         Write using the stylus

Format written words

Use the writing toolbar (tap ↑↓ if you don't see it) to make selected written words bold, italic, or underlined, just as you do typed text. In addition, you can do the following:

- To change the line weight and color, tap **F**.

- To add space between written words, tap |⇔. Then, tap and drag the stylus to show where you want to add space. A preview arrow gives an indication of the amount of space that will be added.

See Also: Select written words

         Write using the stylus

Convert written words to text

1. Select the writing you want to convert by tapping and holding next to the writing. When you see the insertion point appear, drag across the writing.

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2. Tap and hold the selected writing. On the pop-up menu, tap **Recognize**. If you do not see the pop-up menu, tap **Tools** > **Recognize**. The selected writing is converted to text.

3. If the conversion is inaccurate, tap and hold the inaccurate word and tap **Alternates** on the pop-up menu. Tap a word in the alternates list to select it. If you do not see a word you want to use, delete the selected word and retype it.

To quickly convert all writing in a document to text, make sure that nothing is selected, and then tap **Tools** > **Recognize**.

See Also: Create or change a note

Work in Drawing Mode

Draw using the stylus

Select objects

Edit objects

Draw using the stylus

1. Tap **View** > **Drawing**.

Gridlines appear as guides on the screen, and the zoom percentage changes to make it easier to draw.

2. Using the stylus, draw on the screen.

To display the drawing toolbar, tap .

See Also: Select objects

Edit objects

Select objects

There are two ways to select objects:

- Tap and hold the object until you see the selection handles appear. You can drag the object to another location or tap and hold it to see a pop-up menu of actions.

- In drawing mode, tap ⬚ to display the drawing toolbar. Deselect ⬚ and drag the stylus across the objects you want to edit or format.

To align selected objects, tap ⬚, and then tap an alignment option.

See Also: Edit objects

Edit objects

You can change the appearance of a selected object in the following ways:

- Resize the object by dragging a selection handle.
- Convert the object to a specific shape by tapping and holding the selected object and then tapping **Shape** on the pop-up menu.
- Change the line weight, fill color, or line color by tapping the appropriate button on the toolbar (tap ⬚ if you don't see the toolbar).

To change the default format options, tap ⬚.

See Also: Select objects

Work with Documents

View the document list

Save, rename, move, and delete documents

Beam a document

Send a document via e-mail

View the document list

The document list displays all Pocket Word documents stored on your device. You'll see the list whenever you switch to Pocket Word and whenever you close a Pocket Word document. You can specify how the documents are displayed:

- Sort the list by name, date, size, or type. Tap the sort list (labeled **Name** by default), and then tap the sort option.
- Display only the contents of a specified folder. Tap the folder list (labeled **All Folders** by default) and then tap the folder name.

See Also: Change Options

Save, rename, move, and delete documents

When you create a new document, the information you enter is saved automatically and named according to the first characters of text entered in the document. In an open document, you can:

- Save a copy of the document. Tap **Tools** > **Save Document As**.
- Rename the document. Tap **Edit** > **Rename/Move**. In the **Name** box, type the new name.
- Move the document to a storage card or folder. Tap **Edit** > **Rename/Move**. Select the appropriate folder or location. A 🔲 is displayed next to the file's name to indicate the file is saved on a storage card.
- Delete the document. Tap **Tools** > **Delete Document**.

  💡 To move or delete multiple documents, in the document list, tap and drag to select the documents. Then, tap and hold the selected documents. On the pop-up menu, tap **Rename/Move** or **Delete**.

See Also: View the document list

Beam a document

- To beam a document, in the document list, tap and hold the document. On the pop-up menu, tap **Beam File**.

💡 When using infrared (IR), align the IR ports according to the instructions in your owner's manual so that they are unobstructed and within a close range.

When using IR to receive a Beam from a previous version of Pocket PC or the Palm-size PC, tap 🗔 > **Programs** > **Infrared Receive**.

See Also: Beaming Information

View the document list

Send a document via e-mail

You can send a document as an e-mail attachment in Inbox.

1. In the document list, tap and hold the document.

2. On the pop-up menu, tap **Send via E-mail**.

An e-mail message in Inbox is displayed, with the document included as an attachment. The message can then be sent during synchronization or through a connection to an Internet service provider.

See Also: View the document list

On-device Conversion Changes

When you synchronize files or copy files between your device and PC, ActiveSync on your PC converts the files so that they can be read. However, when a Word document arrives on the device, for example in an e-mail

attachment, the device converts the document to a Pocket Word document. Note the following regarding these on-device conversion changes:

- **Borders and shading**. Not displayed in Pocket Word but are restored when converted back to a Word document. Shading is not restored when used in a table, but simple borders are restored.
- **Character formatting**. Bold, italic, strikethrough, superscript, subscript, and hidden text are retained and displayed. Other effects are changed or removed.
- **Colors**. Retained and mapped to colors available on your device.
- **Fonts and font sizes**. Fonts not supported by your mobile device are mapped to the closest font available. The original font will be listed on your device. When converted back to Word, the data is displayed in the original font.
- **Page formatting, headers, footers**. Footnotes, columns, page setup information, and style sheets are removed during conversion to Pocket Word. Pocket Word supports built-in headings.
- **Paragraph formatting**. Tabs, alignment, bullets, indentation, simple numbered lists, and paragraph spacing are retained and displayed in Pocket Word.
- **Pictures**. Removed during conversion.
- **Table of Contents**. Text and some formatting are preserved. However, any text set at right-aligned tab stops may wrap to the next line.
- **Index**. Text and some formatting are preserved.
- **Tables**. Table formatting is removed, but text is preserved.
- **OLE objects**. Removed during conversion.
- **Revision marks, annotations, comments**. Revision marks are visible but cannot be changed. Annotations and comments are removed during conversion.

See Also: Document Conversion

Change Options

To change defaults for creating and storing Pocket Word documents, in the document list, tap **Tools** > **Options**.

- Select a template to be used for new documents. You can change this default when creating specific documents. Only documents saved in the Templates folder are listed.
- Select a location for storing documents. You can choose between main memory and a storage card, if you have one installed.
- Select the type of documents you want displayed in the document list.

See Also: Document Conversion

Work with Documents

10 Pocket Excel

About Pocket Excel

You can create and edit workbooks and templates in Microsoft Pocket Excel just as you do in Microsoft Excel on your PC. Pocket Excel workbooks are usually saved as .pxl files, but you can also save them in .xls format. When you close a workbook, it is automatically named and placed in the Pocket Excel workbook list. You can attach a password to a workbook to help ensure privacy.

See Also: Enter and Locate Data

Entering Data in Pocket Excel

You can use Pocket Excel much the same way you use Excel on your PC.
You can enter formulas and functions, and then filter data to see the subset of
information you want. Split panes to view different parts of a worksheet at the
same time. You can also freeze the top and left-most panes in a worksheet to
keep row and column labels or other data visible as you scroll through a
sheet.

Work in full-screen mode to see as much of your workbook as possible.

Tap **View** > **Zoom** and select a percentage so that you can easily read
the worksheet.

Synchronizing Pocket Excel Workbooks

Pocket Excel workbooks can be synchronized with Excel workbooks on your
PC. To synchronize files, first select the Files information type for
synchronization in ActiveSync. When you select Files, the *devicename* My
Documents folder is created on your PC's desktop. Place all files you want to
synchronize with the device in this folder. Password-protected files cannot be
synchronized.
All Pocket Excel files stored in **My Documents** and its subfolders are
synchronized with the PC. ActiveSync converts workbooks during
synchronization.
For more information on synchronization or file conversion, see ActiveSync
Help on the PC.

When you delete a file on either your PC or your device, the file is
deleted in the other location the next time you synchronize.

See Also: Workbook Conversion

Workbook Conversion

Excel files (.xls) and templates (.xlt) created in Excel version 5.0/95 or later on the PC are converted to Pocket Excel workbook (.pxl) or template (.pxt) files:

- During file synchronization.
- When you copy an Excel file to your device from the desktop.
- When you open an e-mail message with an Excel file as an attachment.

Pocket Excel workbooks are converted to Excel workbooks when they're synchronized or copied to the PC.

During conversion, some formatting attributes may be changed or lost. For more information, see ActiveSync Help on the PC.

See Also: On-device Conversion Changes

Create and Open Workbooks

Create a workbook

Open an existing workbook

Create a workbook

In Pocket Excel, tap **New**.

You'll see either a blank workbook or template, depending on what youve selected in the **Options** dialog box.

💡 Tap **View** > **Zoom** and select a percentage so that you can easily read the worksheet.

To use your new workbook as a template, move the workbook to the Templates folder.

See Also: Change Options

Save, rename, move, and delete workbooks

Work with Workbooks and Worksheets

Open an existing workbook

In the workbook list, tap the file you want to open.

Enter and Locate Data

Go to a cell

Enter a value or text in a cell

Automatically enter a sequence of values

Find or replace data

Sort data

Filter data

Go to a cell

1. Tap **Tools** > **Go To**.

2. To go to a specific cell, type the cell reference (example: C4). If the cell has a defined name, you can type the name instead of the reference.

3. To go to the currently selected cell, tap **Current region**.

To go to a specific cell, you can also enter the cell reference in the name box.

See Also: Name a cell or range

Enter a value or text in a cell

1. Select the cell. If the cell is not visible, tap **Tools** > **Go To**, type the reference (example: A4), and tap **OK**.

2. Type the value or text. You may need to first tap [⌨|▲] to display the input panel.

3. Tap ENTER in the input panel. Text is automatically left-aligned.

See Also: Format numbers and text

Automatically enter a sequence of values

1. Select both the range containing the data you want to reference and the adjacent destination cells.

2. Tap **Edit** > **Fill**.

3. In **Fill type**, tap **Series**.

4. From the **Direction** list, tap the direction you want.

5. In **Series type**, tap the type of series and step value (increment) you want.

💡 To preserve memory, Fill is limited to an area of 127 rows by 31 columns. To copy information into more rows or columns, reduce the amount of information copied at one time and perform the copy and paste procedure multiple times.

See Also: Copy and paste

Find or replace data

1. Tap **Edit** > **Find/Replace**.

2. Enter the text you want to find and tap **Find**. If you're replacing text, tap **Replace** and enter the replacement text.

3. Select the appropriate options.

4. Tap **Find**.

5. Pocket Excel selects the first instance of the text in the workbook and displays buttons that allow you to find the next instance or replace the text, as desired.

To limit your search to specific cells, select the cells before tapping **Edit** > **Find/Replace**.

Sort data

1. Select the range you want to sort.

2. Tap **Tools** > **Sort**.

3. In **Sort by**, select the first column you want to sort on.

4. The **Ascending** check box is selected, indicating that the column will be sorted in ascending order. If you want the column sorted in descending order, tap to clear the check box.

5. Repeat steps 3 and 4 in the **Then by** lists for additional columns as needed.

To undo a sort, tap **Edit** > **Undo Sort**.

Filter data

1. Select a cell that contains the type of information you want to filter, or select the range.
2. Tap **Tools** > **AutoFilter**.An arrow appears at the top of each of the selected columns.
3. Tap an arrow in one of the columns.
4. Select a value (filter criterion) from the list to display only rows containing that value. Tap **Custom** to display the **Custom AutoFilter** dialog box, where you can specify comparisons.
5. To further refine the displayed rows, repeat steps 3 and 4 as needed.

To turn off AutoFilter, tap **Tools** > **AutoFilter**.

To display all rows again, select **All** from the filter list in each of the selected columns.

Edit and Format Data

Edit cell contents
Copy and paste
Delete a row or column
Format numbers and text
Insert symbols

Edit cell contents

1. Select the cell.
2. To activate, tap the formula bar at the top of the worksheet.
3. Replace or edit the contents.
4. Tap ENTER in the input panel to enter the changes in the cell.

To undo an action, tap **Edit** > **Undo Typing in** *x*.

See Also: Format numbers and text

Copy and paste

You can copy data from one cell to another by using the **Copy** and **Paste** commands on the pop-up menu. In addition, you can do the following:

- Copy data from one set of cells to another. Select the range containing the data that you want to copy and the adjacent destination cells. Tap **Edit** > **Fill**. In **Fill type**, select **Copy**. From the **Direction** list, select the direction that you want.

- Paste only formulas, values, or other options. Select the cells that you want to copy. Tap and hold the selected area, and tap **Copy**. Select the destination cells. Tap and hold on the selected area, and tap **Paste**.

  To preserve memory, Paste is limited to an area of 127 rows by 31 columns. To copy information into more rows or columns, reduce the amount of information copied at one time and perform the copy and paste procedure multiple times.

Delete a row or column

1. Select one or more cells, rows, or columns that you want to delete.

2. Tap and hold the selected cells, and then tap **Delete**.

3. Select how you want the cells, rows, or columns deleted.

Format numbers and text

1. Select the cell or range.

2. Tap and hold the selected area, and then tap **Format Cells**.

3. On each tab, select the desired format options.

  You can also format a value as you type it. For example:

  Currency: $25 Percentage: 25% Date or time: 8-15-97 1:30 PM

Insert symbols

1. Place the insertion point where you want to insert the symbol.

2. Tap **Tools** > **Insert Symbol**.

3. Select the symbol that you want (it will be enlarged when you tap it), and then tap **Insert**.

💡 If you select a different font or subset, a different set of symbols displays.

To use Microsoft Wingdings or Microsoft Webdings that are available on your PC, connect your device to your PC and open ActiveSync. Copy the Wingdings.ttf and Webdings.ttf files from the Font folder on your PC to the My Pocket PC/Windows/Fonts folder in the ActiveSync window. For more information, see ActiveSync Help on the PC.

See Also: Format numbers and text

Work with Formulas and Functions

Name a cell or range

Enter a formula

Insert a function

Refer to a cell or range

Automatically calculate values

Automatically sum values

Name a cell or range

1. Select the cell or range you want to name.

2. Tap **Tools** > **Define Name**.

3. Type the name.

4. Tap **Add**.The name appears in the name box.

> To delete a name, select it in the list and tap **Delete**.
>
> To paste the list of cell names and their locations on the worksheet, tap **Paste List**.

See Also: Go to a cell

Refer to a cell or range

Enter a formula

1. Select a cell.

2. Begin the formula with an equal sign (=).

3. Enter values, cell references, name references, operators, and functions as appropriate.Examples:=(B4/25)+100=Revenue-Expenses

4. To enter the formula in the cell, tap ENTER in the input panel.

See Also: Refer to a cell or range

Insert a function

1. Tap **Tools** > **Insert Function**.

2. In **Category**, select a function category.

3. From the **Function** list, select a function. You can review function information in the description area.

Refer to a cell or range

1. Begin entering the formula.
2. Select the cell or select the range to set the reference.
3. Finish entering the formula.
4. Tap ENTER in the input panel.

To refer to a cell in another worksheet, in your formula, enter the worksheet name followed by an exclamation point (!) and the cell, range, or name reference.

Example: =Sheet1!Earnings

To create a 3-D reference, in your formula, specify two or more sheets in a workbook; use a colon between the first and last worksheet names.

Example: =SUM(Sheet2:Sheet6!$A$2:$C$5)

See Also: Name a cell or range

Automatically calculate values

1. Select the range of values you want to calculate. The AutoCalculate area, on the right side of the status bar, contains a function and value (example: SUM=0). (If you don't see the status bar, tap **View** > **Status Bar**.)
2. To display a list of calculation types, tap the AutoCalculate arrow.
3. From the list, select the calculation type that you want.The result appears in the AutoCalculate area.

See Also: Enter a formula

Automatically sum values

1. Tap ⬆⬇ to display the toolbar.

2. Select the cell where you want to insert the sum.

3. On the toolbar, tap Σ . **=SUM()** appears in the input box at the top of the workbook.

4. Drag the stylus across the range of cells you want to sum. The cells will not be highlighted, but the cell range in **=SUM()** is updated.

5. Tap ENTER on the input panel. The sum appears in the selected cell.

See Also: Enter a formula

Work with Rows and Columns

Insert cells, rows, and columns

Adjust column widths and row heights

Hide and display rows and columns

Fit rows and columns to data

Insert cells, rows, and columns

1. Select the location where you want to insert cells.

2. Tap and hold the selected area, and then tap **Insert**.

3. Select how you want the cells, rows, or columns inserted.

To delete cells, rows, and columns, select the area that you want to delete. Tap and hold on the selected area, tap **Delete**, and then tap an option.

Adjust column widths and row heights

- To adjust column width, select one or more columns (drag to select multiple columns). In the column heading, point to the right border of your selection and drag the arrow.
- To adjust row height, select one or more rows. Then point to the lower border in the row heading and drag the arrow.

To specify an exact column width and row height, tap and hold the column or row, tap **Format Cells** and enter the measurements on the **Size** tab.

Hide and display rows and columns

- To hide a row or column, select a cell in the row or column you want to hide. Tap **Format** > **Row** or **Column**, and then tap **Hide**.
- To display a hidden row or column, first select a cell in the hidden row or column by tapping **Tools** > **Go To**, typing a reference, and tapping **OK**. Then tap **Format** > **Row** or **Column** and tap **Unhide**.

Fit rows and columns to data

1. Select the rows or columns you want to automatically fit to their contents.
2. Double-tap the lower border of the row heading or the right border of the column heading.

Work with Workbooks and Worksheets

Modify or switch worksheets

Adjust the view of a worksheet

Save, rename, move, and delete workbooks

Beam a workbook

Send a workbook via e-mail

Modify or switch worksheets

- To add, remove, rename, or reorder worksheets, tap **Format** > **Modify Sheets**. Select the worksheet and then tap the appropriate button.
- To switch to another worksheet, in the middle of the status bar, select the active worksheet's name (example: Sheet1) to display a list of worksheets. Then select the worksheet you want to switch to. (If you don't see the status bar, tap **View** > **Status Bar**.)

See Also: Adjust the view of a worksheet

Save, rename, move, and delete workbooks

When you create a new workbook, the information that you enter saves automatically. In an open workbook, you can:

- Save a copy of the workbook. Tap **Tools** > **Save Workbook As**.
- Rename the workbook. Tap **Edit** > **Rename/Move**. Select the text appearing in the **Name** box, and type the new name.
- Move the workbook to a storage card or folder. Tap **Edit** > **Rename/Move**. Select the appropriate folder or location. A ▯ is displayed next to the file's name to indicate the file is saved on a storage card.
- Delete the workbook. Tap **Tools** > **Delete Workbook**.

  To move or delete multiple workbooks, in the workbook list, tap and drag. Then, tap and hold the selected workbooks. On the pop-up menu, select **Rename/Move** or **Delete**.

Beam a workbook

- To beam a workbook, in the workbook list, tap and hold the workbook. On the pop-up menu, tap **Beam File**.

  When using infrared (IR), align the infrared (IR) ports according to the instructions in your owner's manual so that they are unobstructed and within a close range.

  When using IR to receive a Beam from a previous version of Pocket PC or the Palm-size PC, tap > **Programs** > **Infrared Receive**.

See Also: Beaming Information

Send a workbook via e-mail

1. In the workbook list, tap and hold the workbook.
2. On the pop-up menu, tap **Send via E-mail**. A new message is created with the item attached.

Adjust the view of a worksheet

On the **View** menu, tap actions:

- Display and hide window elements. Select the elements you want displayed or hidden.
- Freeze panes on a worksheet. First select the cell where you want to freeze panes. Then tap **Freeze Panes**.
- Zoom in on data. Tap **Zoom** and tap the percentage you want.
- Use the full screen. Tap **Full Screen** to see as much data as possible. To exit Full Screen view, tap **Restore**.
- Split the window. Tap **Split** and then drag the split bar to a new location. To remove the split bar, tap **Remove Split**.

See Also: Modify or switch worksheets

On-device Conversion Changes

When you synchronize files or copy files between your PC and your device, ActiveSync on your PC converts the files so that they can be read. However, when an Excel workbook arrives on the device, for example in an e-mail attachment, the device converts the workbook to a Pocket Excel workbook. Note the following regarding these on-device conversion changes:

- **Alignment**. Horizontal, vertical, and wrap text attributes remain the same, but vertical text appears horizontal.
- **Borders**. Appear as a single line.
- **Cell patterns**. Patterns applied to cells are removed.
- **Fonts and font sizes**. Fonts not supported by your mobile device are mapped to the closest font available. The original font is listed on your device. When converted back to Excel, the data is displayed in the original font.
- **Number formats**. Numbers formatted using Microsoft Excel 97 conditional formatting feature are displayed in Number format.
- **Formulas and functions**. If an Excel file contains a function that is not supported by Pocket Excel, the function is removed, and only the returned value of the function appears. The formulas described are also converted to values: formulas entered as an array or containing an array argument (for example, =SUM({1;2;3;4})); formulas containing external link references or an intersection range reference; and formulas containing references past row 16384 are replaced with #REF!

- **Protection settings**. Most worksheet and workbook protection features are disabled but not removed during conversion. Workbooks that are password protected cannot be synchronized. You must remove the password protection in Excel or Pocket Excel and then synchronize. Once synchronized, you can reset password protection.
- **Zoom settings**. Not retained during conversion. Excel supports a per worksheet zoom setting, while Pocket Excel's zoom setting is applied to the entire workbook.
- **Worksheet names**. Names that reference worksheets within the same workbook are displayed accurately, but names that refer to other workbooks, arrays (for example, ={1;2;3;4}), array formulas, or intersection ranges are removed from the name list. If a name is removed from the list, it is left in formulas and functions, causing those formulas to be resolved as "#NAME?" All hidden names are unhidden.
- **AutoFilter Settings**. Are removed. However, you can use the **AutoFilter** command in Pocket Excel to perform similar functions. If you have an AutoFilter applied to a worksheet that causes rows to be hidden, the rows remain hidden after converting the file to Pocket Excel. Use the **Unhide** command to display the hidden rows.
- **Unsupported worksheet features**. The following features aren't supported in Pocket Excel and are removed or modified during conversion: chart objects are removed; hidden sheets are unhidden; chart sheets, VBA modules, macro sheets, and dialog sheets are removed and replaced with a place holder sheet; text boxes, drawing objects, pictures, and controls are removed; pivot table data is converted to values.

See Also: Workbook Conversion

Change Options

To change defaults for creating and storing Pocket Excel workbooks, in the workbook list, tap **Tools** > **Options**:

- Select a template to be used for new workbooks. You can change this default when creating specific workbooks. Only workbooks saved in the Templates folder will be listed.

- Select a location for storing workbooks. You can choose between main memory and a storage card, if you have one installed.

- Select the types of files to be displayed in the workbook list.

See Also: Workbook Conversion

        Work with Workbooks and Worksheets

11 Windows Media Player

About Windows Media Player

You can use Microsoft Windows Media Player 9 Series for Pocket PC to play digital audio and video files that are stored on your device or on a network, such as on a Web site.

You can play files in either Windows Media or MP3 format (this includes files with the extensions .asf, .wma, .wmv, and .mp3). To find content in Windows Media Format, see the WindowsMedia.com Web site (http://www.windowsmedia.com).

In addition to Windows Powered Pocket PC, Windows Media Player is available on other operating environments, including desktop computers running the Windows operating system, Windows Powered Smartphone, and Macintosh. In this documentation, the version of Windows Media Player for desktop computers is called the "desktop Player" and the version for Pocket PC is called the "Pocket PC Player."

See Also: About the Controls

About Playlists

Copy Files to Your Pocket PC

About the Controls

This control	Does this
▶	Plays a file.
❚❚	Pauses a file.
■	Stops a file.
◀	Skips to the beginning of the current file or to the previous file.
▶▮	Skips to the next file.

This control	Does this
⬛	Adjusts the playback progress of a selected file.
⬛	Controls the volume level.
🔊	Turns the sound on or off.
↗	Displays a video using the entire screen (full screen).
🔵	Displays the WindowsMedia.com Web site.

See Also: Adjust the Volume

Play a File at a Specific Point

About Playlists

A playlist is a list of digital media files that play in a specified order. By using playlists, you can group audio and video files together for convenient playback. For example, you can create a playlist of your favorite songs by a particular artist or a playlist of work-related video clips.

The Player includes two default playlists: Local Content and Web Favorites. Local Content lists all the compatible audio and video files on your Pocket PC and storage card. You cannot edit Local Content, but you can create a new playlist based on it.

Web Favorites lists your favorite streaming media files. This playlist is empty until you add items to it.

See Also: Create a Playlist

Edit a Playlist

Copy Files to your Pocket PC

Rename a Playlist

Delete a Playlist

Add an Item to Web Favorites

About Licenses and Protected Files

Some digital media files from the Internet, CD tracks, and videos have associated licenses that protect them from being unlawfully distributed or shared.

Licenses are managed and created using digital rights management (DRM), which is the technology for securing content and managing its access rights. Some licenses may prevent you from playing files that are copied to your Pocket PC. Files that have licenses associated with them are called protected files.

To ensure that a license is copied with a protected file, use the desktop Player to copy the file to your Pocket PC (instead of dragging the file from a folder on your desktop computer to a folder on your portable device, for example). For more information about copying files to your Pocket PC and other portable devices, see Windows Media Player Help on your desktop computer.

> To view the protection status for a file, on the playlist screen, tap the **Properties** button .

See Also: Copy Files to Your Pocket PC

About the Tools Menu

You can change the appearance of the Player, play a playlist again, shuffle items in a playlist, or configure audio and video settings by using the commands on the **Tools** menu.

To access the commands in the following table, tap **Tools**.

Tap	To
About	View information about the Player.
Settings	Adjust various Player options, including audio and video, network, hardware button, and Skin Chooser settings.
Properties	View information about the currently playing file.
Open URL	Play a streaming media file on a network.
Add Web Favorite	Add a streaming media file that is currently playing to Web Favorites.
Repeat	Play a playlist repeatedly.
Shuffle	Play items in a playlist in random order.

See Also: Use Hardware Buttons

Change Player Appearance

Play Oversized Video

Change Background Playback Settings

Copy Files to Your Pocket PC

Use the desktop Player to copy digital media files to your Pocket PC (instead of dragging a file from a folder on your desktop computer to a folder on your portable device, for example). Using the desktop Player ensures that licenses are copied with protected files.

For more information about copying digital media files to portable devices such as Pocket PCs, see Windows Media Player Help on your desktop computer.

💡 Audio files copy faster if the desktop Player is configured to automatically set the quality level for audio files copied to your Pocket PC. For more information, see Windows Media Player Help on your desktop computer.

See Also: About Licenses and Protected Files

About Playlists

Play a File or Playlist Stored on Your Device

1. Tap **Playlist**.

2. In the drop-down list box, tap the playlist name, if necessary.

3. Tap the item that you want to play, and then tap the **Play** button ▶.

💡 Tap and hold an item in a playlist to see a list of actions you can perform.

The **Local Content** icon 🔋 indicates a file on a storage card.

The **Network Content** icon 🌐 indicates a streaming media file on a network.

The **Now Playing** icon ▶ indicates the currently selected file.

See Also: Play a File on a Network

Create a Playlist

Edit a Playlist

Play a File on a Network

1. Tap **Tools** > **Open URL**.

2. Enter a URL.

To play streaming media, you must be connected to a network. For more information about creating a remote connection between your portable device and a network, see Pocket PC Connections Help.

See Also: Play a File or Playlist Stored on Your Device

Create a Playlist

Edit a Playlist

Change Network Connection Speed Settings

Change Network Protocol Settings

Issue Playing Streams on Intranets

Adjust the Volume

- Drag the **Volume** slider left or right.

See Also: About the Controls

Create a Playlist

1. Tap **Playlist**.

2. In the drop-down list box, tap **Organize Playlists**.

3. Tap **New**, and then enter a playlist name.

4. If desired, specify:

- A folder in which to save the playlist.

- A memory location (device RAM or storage card) in which to save the playlist.

5. Tap the box next to each item you want to include in the playlist.

💡 You can only create Windows Media playlists. Other playlist
types are not supported.

You cannot use the characters / \ [ ] : ; | , = " or & in playlist
names.

To control which files are displayed, tap the drop-down list box.

See Also: About Playlists

Edit a Playlist

Edit a Playlist

1. Tap **Playlist**.

2. In the drop-down list box, tap the playlist name, if necessary.

3. Tap any of the following.

Tap	To
➕	Add items to the playlist.
✖	Delete the selected item from the playlist.
🔼	Move the selected item up in the playlist.
🔽	Move the selected item down in the playlist.

💡 The name of a file on a storage card is dimmed if the storage card is
removed from the Pocket PC.

Tap and hold an item in a playlist to see a list of actions you can
perform.

See Also: Rename a Playlist

Delete a Playlist

Rename a Playlist

1. Tap **Playlist**.

2. In the drop-down list box, tap **Organize Playlists**.

3. Tap the playlist name, then tap **Rename**.

4. Enter a new playlist name.

💡 Tap and hold a playlist to see a list of actions you can perform.

See Also: Delete a Playlist

Delete a Playlist

1. Tap Playlist.

2. In the drop-down list box, tap **Organize Playlists**.

3. Tap the playlist name, then tap **Delete**.

💡 Tap and hold a playlist to see a list of actions you can perform.

See Also: Rename a Playlist

Change Player Appearance

1. Tap **Tools** > **Settings** > **Skin Chooser**.

2. Tap the **Next Skin** button `>>` or the **Previous Skin** button `<<` to locate a skin.

💡 For information about adding skins to Windows Media Player for
Pocket PC, see the Windows Media Web site
(http://www.microsoft.com/windowsmedia).
To ensure that skins appear in the Skin Chooser, do not store skin
files in the Windows folder on your portable device.

Add an Item to Web Favorites

1. Play a streaming media file on a network.

2. Tap **Tools** > **Add Web Favorite**.

3. In **Favorite Name**, enter a name.

See Also: Play a File on a Network

           Delete an Item in Web Favorites

           About Playlists

Play an Item in Web Favorites

1. Tap **Playlist**.

2. In the drop-down list box, tap **Web Favorites**.

3. Tap the name of the item you want to play, and then tap the **Play** button ▶.

💡 Tap and hold an item in Web Favorites to see a list of actions you can perform.

See Also: Add an Item to Web Favorites

           Delete an Item in Web Favorites

           About Playlists

Delete an Item in Web Favorites

1. Tap Playlist.

2. In the drop-down list box, tap **Web Favorites**.

3. Tap the name of the item you want to delete, and then tap the **Delete**
button ✖.

See Also: Add an Item to Web Favorites

Play a File on a Network

About Playlists

Play a File at a Specific Point

1. Play a file.

2. Drag the **Progress** slider ▬▭▬ to the point where you want the file to play.

See Also: Play a File or Playlist Stored on Your Device

Play a File on a Network

Shrink Oversized Video

1. Tap Tools > Settings > Audio & Video.

2. Select the **Shrink to fit in window** check box.

💡 Oversized video files are larger than the video area of a skin
(typically, 240 × 176 pixels).

Selecting the **Shrink to fit in window** check box scales the video
to fit in the video window.

See Also: Play Video in Full Screen

Play Video in Full Screen

1. Tap **Tools** > **Settings** > **Audio & Video**.

2. In **Play video in full screen**, tap one of the following settings.

Tap	To
Never	Never play video in full screen.
Only when oversized	Play only oversized video in full screen.
Always	Play all video in full screen.

Oversized video files are larger than the video area of a skin (typically, 240 × 176 pixels).

To rotate video 180 degrees when played in full screen, select the **Rotate 180 degrees in full screen** check box.

To override the **Never** and **Only when oversized** options when playing a video, in the default skin, tap the **Full Screen** button .

See Also: Play Oversized Video

Change Background Playback Settings

1. Tap Tools > Settings > Audio & Video.

2. In **While using another program**, tap one of the following settings.

Tap	To
Pause playback	Pause playback while using another program.
Continue playback	Continue playback while using another program.

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Change Network Connection Speed Settings

1. Tap **Tools** > **Settings** > **Network**.

2. In **Internet Connection Speed**, tap the speed of your network connection.

See Also: Change Network Protocol Settings

Change Network Protocol Settings

1. Tap **Tools** > **Settings** > **Network**.

2. In **Protocol**, select the check box for each protocol you want to enable.

Enter the port number for User Datagram Protocol (UDP), if necessary.

You must select at least one protocol.

It is recommended that you select all protocols. However, if your network implements a firewall that prevents you from receiving streams that use the UDP or TCP protocols, you may want to clear the **UDP** or **TCP** check boxes.

See Also: Change Network Connection Speed Settings

Use Hardware Buttons

1. Tap **Tools** > **Settings** > **Buttons**.

2. In **Select Function**, tap a function you want to assign to a button.

3. On your Pocket PC, press a hardware button.

To override the hardware button settings for the Player when you are using another program, select the **Un-map buttons during background play** check box.

To reset a hardware button to its default function, in **Button Mapping**, tap and hold a button name, and then tap **Un-map this button**.

Pressing a hardware button that is associated with a Player function has the same result as if you tapped the corresponding button on the Player screen.

See Also: About the Controls

Play a Playlist in a Random Order

- Tap **Tools** > **Shuffle**.

See Also: Create a Playlist

Play a Playlist Repeatedly

- Tap **Tools** > **Repeat**.

See Also: Create a Playlist

Accessibility for People with Disabilities

Microsoft is committed to making its products and services easier for everyone to use. Many accessibility features have been built into Microsoft products, including features for individuals who have difficulty typing or using a mouse, who are blind or have low vision, or who are deaf or hard-of-hearing. For more information about the following topics, see the Accessibility section of the Microsoft Web site (http://www.microsoft.com/enable/):

- Accessibility in Microsoft Windows
- Adjusting Microsoft products for people with accessibility needs
- Free step-by-step tutorials
- Microsoft documentation in alternative formats
- Assistive technology for Windows
- Customer service for people who are deaf or hard-of-hearing

Note that the information in this section applies to users who license Microsoft products in the United States. If you obtained this product outside the United States, your package contains a subsidiary information card that you can use to contact your subsidiary about the products and services available in your area.

Issue Playing Streams on Intranets

You may encounter the following error message when you attempt to play a streaming media file on an intranet that includes an Internet proxy server: "Windows Media Player cannot find the file. Verify that your network proxy settings are correct, and then try again."

The problem occurs when the intranet URL of the file you are trying to play contains periods, such as "mms://192.168.10.255/file.wma" or "http://media.marketing.contoso.com/file.wmv".

This only pertains to URLs that are inside your organization's firewall (that is, URLs that you can ordinarily reach without going through a proxy server).

To resolve the problem, open the Connections settings and add a work URL exception for the address. In **Work URL**, enter the address of the file you want to play.

For more information about adding a work URL exception, see Connections Help.

💡 You must include the protocol (for example, mms, mmst, mmsu, or http) in the exception address.
Wildcard characters are permitted in the exception address (for example, "mms*://192.168.*.*/*.*").

See Also: Play a File on a Network

12 Microsoft Reader

Microsoft Reader Help

For help or more information about Microsoft Reader, tap > **Programs** > **Reader**. Then, tap **Help**.

13 Calculator

Calculator Help

How To

Use Calculator

Store Numbers

Use Calculator

- To open Calculator, tap [icon] > **Programs** > **Calculator**.
- Use the Calculator buttons or the input panel to enter numbers and perform calculations.
- To clear the current calculation, tap **C**.
- To clear the displayed number, tap **CE**.
- To clear the last digit entered in a multidigit entry, tap the arrow to the right of the entry box.
- To clear memory, tap **MC**.

Store Numbers

- To store a number, tap the box to the left of the entry box. An **M** will appear in the box.
- To add the displayed number to the number that's already in memory, tap **M+**.
- To display the number in memory, tap **MR**.
- To clear memory, tap **MC**.

Jawbreaker Help

Playing Jawbreaker

Setting Jawbreaker Options

Statistics

Playing Jawbreaker

Jawbreaker is easy to learn, yet difficult to master. The objective is to align similar jawbreakers in order to form large blocks of jawbreakers before bursting them. The more jawbreakers in the block before they are burst, the greater number of points you will receive.

In order to burst a jawbreaker, the jawbreaker must be connected to other similar jawbreakers on the playing board. If you tap a jawbreaker that is connected, those connected jawbreakers will be highlighted and a new jawbreaker will pop up, displaying that block's potential jawbreaker points. Tap on your selection again in order to burst the jawbreakers. All jawbreakers above your burst block will now fall down.

Breaker Bonus

If you manage to leave fewer than 5 unburst jawbreakers on the board you will be rewarded with more points at the conclusion of the game.

Undo

Moves in Jawbreaker can be undone. To take back the last move you have made, tap the **Undo** button.

Setting Jawbreaker Options

Jawbreaker allows you to vary your playing experience. To set your options, do the following:

- Pop up the **Game** menu.
- Select the **Options** item.
- Set the controls to the desired setting.
  - o Play Sounds: control to set whether or not you want Jawbreaker to make sounds
  - o Confirm End Game: control to set Jawbreaker to pop up a confirmation dialog when the 'End Game' menu item is selected
  - o Guest Mode: check this to enable guests to play without affecting the statistics
  - o Game Style: here you can set the type of game you would like to play (changing the style affects new games started after making the change):
    - o Standard - the default mode of play where there is a set number of jawbreakers that will not increase
    - o Continuous - in this style, whenever a vertical set of jawbreakers has been burst and the remaining jawbreakers have shifted over to the right, a new randomly selected column of jawbreakers will pop up on the left, thereby allowing a game to be played for an extended amount of time
    - o Shifter - in this style, when a set of jawbreakers has been burst, all remaining jawbreakers to the top and left will shift down and to the right
    - o MegaShift - this style is a combination of the shifter and continuous styles in that jawbreakers will shift down and to the right while empty columns will fill on the left

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Statistics

Jawbreaker records all your statistics for each playing style. In order to view your statistics, do the following:

- Pop up the **Info** menu.
- Select the **Statistics** item.

The statistics recorded are:

- **Games** - total number of games played
- **Average** - average score across all games played in that style
- **High** - high score for that particular style

If you would like to reset all your statistics, tap the **Reset** button and confirm the resulting dialog.

Solitaire Help   **How To**

Concepts   Playing Solitaire

    Scoring Systems   Change Options

Scoring Systems

In Standard scoring (the default), you earn points based on time and moves:

- 10 points for each card moved to a suit stack.
- 5 points for each card moved from the deck to a row stack.
- 5 points for each card turned face-up in a row stack.
- 3 points for each card moved from one row stack to another.
- -2 points for each 10 seconds elapsed during a timed game.
- -15 points for each card moved from a suit stack to a row stack.
- -20 points for each pass through the deck after four passes (**Draw Three** option).
- -100 points for each pass through the deck after one pass (**Draw One** option).

- You receive a bonus when you complete a timed game. The shorter the game, the larger the bonus.

In Vegas scoring, your ante is $52 to begin playing each game.

- The object is to earn more than you wagered.
- You earn $5 for each card moved to a suit stack.
- There is no time penalty or bonus awarded.
- If you select the **Keep cumulative score** option, you see a running total of your score from game to game.

See Also: Change Options
       Playing Solitaire

Playing Solitaire

- To open Solitaire, tap ⊞ > **Programs** > **Games** > **Solitaire**.
- To deal the cards, tap **New**.
- To display cards in the upper-left stack, tap the stack.
- To move a card to one of the stacks, drag the card. Build the row stacks in descending order, from king to two, alternating between red and black cards.
- In the row stacks, turn a card face-up by tapping it. You can move a king to an empty row stack.

- To undo a move, tap ↺ .

- Build the suit stacks at the top in ascending order, from ace to king.
- You win the game when all cards are in the suit stacks.

Change Options

Tap **Tools** > **Options**.

- To change the card style, tap a new one under **Card back**.

- You can choose to keep a cumulative score when using the Vegas scoring system.

See Also: Scoring Systems

15 Pictures

Pictures Help

Concepts

    About Pictures

How To

    Copy Pictures to your Device

    View Pictures

    Send Pictures

    View Slideshow of Pictures

    Edit Pictures

    Set Picture as Background

About Pictures

Use Pictures to view .jpg pictures stored on your device or on a storage card, send pictures to others, view a slideshow of your pictures, or set a picture as the background on the Today screen.

See Also: Copy Pictures to your Device

    View Pictures

    Send Pictures

    View Slideshow of Pictures

    Edit Pictures

    Set Picture as Background

Copy Pictures to your Device

You can copy .jpg pictures from your PC and view them in Pictures.

- Copy the picture files from your PC to the My Pictures folder, within the My Documents folder on your device. For more information on copying files from your PC to your device, see ActiveSync Help on your PC.

- You can also copy pictures from your PC to your device using a memory card. Insert the memory card into the memory card slot on your device and then copy the picture files from your PC to the folder you created on the memory card.

Edit Pictures

You can rotate, crop, zoom, and adjust the brightness and color contrast of your .jpg pictures.

- Tap to rotate a picture 90 degrees counter-clockwise.

- Tap to crop a picture by dragging and selecting the crop area. Tap outside of the box to stop cropping.

- Tap to display the Zoom panel, from which you can zoom in or out of a picture, or return a picture to full-screen size.

- Tap **Edit** > **Brightness and Contrast** to adjust the brightness and contrast levels of a picture.

- Tap **Edit** > **Undo** to undo an edit.

See Also: Copy Pictures to your Device

Send Pictures

Send Pictures

You can send a .jpg picture to others as an e-mail attachment. The picture is resized to approximately 30 KB, making it easier to send over wireless connections.

1. In Pictures, tap the picture you want to send as an e-mail attachment.

2. Tap **Tools** > **Send via Email** to create an e-mail message with the picture attached.

See Also: Copy Pictures to your Device

Set Picture as Background

You can use one of your own .jpg pictures as the background on the Today screen, and specify how you want it displayed on the screen, such as adjusting the transparency level.

1. In Pictures, tap the picture you want to set as the background.

2. Tap **Tools** > **Set as Today Wallpaper**.

View Pictures

Using Pictures, you can view thumbnails of .jpg pictures stored in your My Pictures folder, or on a storage card from a digital camera, and select a picture that you want to see in full-screen view.

▪ In Pictures, tap the thumbnail of the picture you want to view.

💡 Tap ▯ to view pictures stored on a storage card. Tap ▯ to view pictures stored in your My Pictures folder.

See Also: View Slideshow of Pictures
         Set Picture as Background
         Send Pictures

View Slideshow of Pictures

You can view your .jpg pictures as a slideshow on your device. Pictures will display slides of the pictures shown in thumbnail view with 5-second intervals between slides.

- In Pictures, tap 🖵 to view pictures as a slideshow.

💡 Tap anywhere on the screen to display the Slideshow toolbar, which you can use to pause the slideshow, rotate the view, and more.

Press the Left/Right controls to move forward or backward through the slides.

See Also: Copy Pictures to your Device

View Pictures

16   Terminal Services Client

Terminal Services Client Help

> About Terminal Services Client
>
> Connecting to Terminal Services
>
> Navigating Within Terminal Services Client
>
> Disconnecting Without Ending a Session
>
> Disconnecting and Ending a Session
>
> Tips and Tricks

About Terminal Services Client

Using the Terminal Services Client, you can log onto a desktop computer running Terminal Services or Remote Desktop and use all of the programs available on that desktop computer from your mobile device. For example, instead of running Microsoft Pocket Word, you can run the desktop computer version of Microsoft Word and access all of the .doc files on that desktop computer from your device.

⚲ You cannot use Transcriber when entering information in Terminal Services. You must use Keyboard, Block Recognizer, or Letter Recognizer.

See Also: Connecting to Terminal Services

Disconnecting and Ending a Session

Navigating Within Terminal Services Client

Connecting to a Terminal Server

1. Start a remote connection to the server via a modem or network (Ethernet) card.

2. Tap **Start** > **Programs** > **Terminal Services Client**.

3. To connect to a server you have previously connected to, in **Recent Servers**, tap a server. To connect to a new server, enter the server's name in the **Server** box. Select the **Limit size of server desktop to fit on this screen** check box only when using applications that have been specifically sized for use with Pocket PC.

4. Tap **Connect**.

   If the network administrator has configured Terminal Services Client to reconnect to disconnected sessions, and you previously disconnected from a Terminal Server without ending the session, the Terminal Services Client reconnects to that session.

See Also: Disconnecting and Ending a Session

Disconnecting Without Ending a Session

Navigating Within Terminal Services Client

Navigating Within Terminal Services Client

Once connected to the server, the desktop computer's screen may more than fill your mobile device's screen. If scroll bars are displayed on the server's screen, you will see more than one set of scroll bars on your mobile device: one to scroll information on the desktop computer, and one to scroll the desktop computer display through the Terminal Services window in Terminal Services Client.

To ensure you are scrolling the desktop computer display through Terminal Services Client, use the five directional buttons at the bottom of the Terminal Services Client screen.

To better fit information on your mobile device's screen, select **Limit size of server desktop to fit on this screen**. For best effect, programs on the desktop computer should be maximized.

> You cannot use Transcriber when entering information in Terminal Services. You must use Keyboard, Block Recognizer, or Letter Recognizer.

See Also: Connecting to Terminal Services

Disconnecting Without Ending a Session

The following commands must be accessed from the **Start** menu in the Terminal Services window used to access the desktop computer's commands. Do not use the **Start** menu on your mobile device.

1. In the Terminal Services window, tap **Start** > **Shutdown**.

2. Tap **Disconnect**.

> If your administrator has configured Terminal Services Client to reconnect to disconnected sessions, you will be reconnected to this session the next time you connect to this server.

See Also: Connecting to Terminal Services

Disconnecting and Ending a Session

Disconnecting and Ending a Session

1. In the Terminal Services Client window, tap **Start** > **Shutdown**.

2. Tap **Log Off**.

See Also: Connecting to Terminal Services

Disconnecting Without Ending a Session

Tips and Tricks

Improving display performance

Improving browser performance

Improving display performance

Display performance is improved by decreasing the time it takes for the screen to be refreshed on the desktop computer.

1. On your desktop computer, select **Start** > **Settings** > **Control Panel**.

2. Click **Display**.

3. Clear the **Transition effects for menus and tooltips** check box.

Improving browser performance

Performance with Internet Explorer on the desktop computer is improved by decreasing the time it takes for Web pages to be refreshed.

1. In Internet Explorer on your desktop computer, select **Tools** > **Internet Options**.

2. Click the **Advanced** tab.

3. Clear the **Use smooth scrolling** check box.

17   Terminal

Terminal Help

Using Terminal

You can connect your device to an online service or corporate server that requires TTY or VT-100 terminal emulation. For example, you can view and download files from a bulletin board or send and receive e-mail. You can also use Terminal to send custom modem strings to your modem.

Tap [icon] > **Settings** > **Connections** tab and then the connection you want. In the **Advanced** > **Port Settings** tab, select the options you want:

- **Use Terminal window before dialing:** After you tap **Connect**, the Terminal window opens. Commands you enter are not displayed in the Terminal window (see the modem's manual for information on how to display commands). Once you are finished entering commands, tap **File** > **Continue**. The Terminal window is closed, and the number you specified in the connection is dialed for you.

- **Use Terminal window after dialing:** After you tap **Connect**, the number is dialed, and then the Terminal window opens. Commands you enter are not displayed in the Terminal window (see the modem's manual for information on how to display commands). Once you are finished entering commands, tap **File** > **Continue**. The Terminal window is closed.

- **Enter dialing commands manually:** After you tap **Connect**, the Terminal window opens. Commands you enter are displayed in the Terminal window. When you are ready to connect, enter **atdt** followed by the number you want dialed and then tap ENTER. Or, enter the number you want dialed and then tap **File** > **Continue** (the Terminal window is closed).
- To clear the buffer, tap **Edit** > **Clear Buffer**.

To return to the current Terminal session after switching to another program, tap > **Settings** > **System** tab > **Memory** > **Running Programs** tab. Tap **Post-dial Terminal**, and then tap **Activate**.

See Also: Connect to the Internet

18 Pocket Internet Explorer

About Pocket Internet Explorer

You can use Pocket Internet Explorer to view Web pages on your mobile device in two ways: by downloading pages through synchronization or by connecting to the Internet. While browsing, you can also download new files and programs to your device from the Internet.

About Favorites

If you are using Microsoft Internet Explorer 4 or greater on the PC, you can synchronize favorite links. If you are using Microsoft Internet Explorer 5 or greater on the PC, you can also synchronize mobile favorites. Synchronizing favorite links enables you to have the URLs of your favorite Web sites at your fingertips. Synchronizing a mobile favorite enables you to view Internet content on your device while you are disconnected from your Internet service provider and PC.

Favorites are stored in the Mobile Favorites subfolder of Favorites in Internet Explorer on the PC. This folder was created when you selected the Favorites information type for synchronization in ActiveSync on your PC. Favorites must be stored in this folder to be synchronized.

See Also: About Pocket Internet Explorer

About Channels

Synchronize a favorite link

Synchronize a mobile favorite

About Channels

AvantGo is a free interactive service that gives you access to personalized content and thousands of popular Web sites. You can subscribe to AvantGo channels directly from your device. Then, you synchronize your device and desktop computer or connect to the Internet to download the content. For more information, visit http://avantgo.com/help.

See Also: About Pocket Internet Explorer

About Favorites

Synchronize an AvantGo channel

View Favorite Pages

Synchronization

View favorites

Add a favorite link

Delete a favorite link

Synchronize favorites

Synchronize a favorite link

1. In ActiveSync on your PC, click **Tools** > **Options**, and select **Favorite**. For more information on using ActiveSync, see ActiveSync Help.
2. In Internet Explorer on your PC, save or move favorite links to the Mobile Favorites subfolder in the Favorites list. For more information on using Internet Explorer, see Internet Explorer Help on the PC.
3. Connect your mobile device to your PC. If synchronization does not start automatically, in ActiveSync on your PC, click **Sync**.

   If you add or delete a favorite link in the Mobile Favorites folder on your device, the next time you synchronize, the same change is made on the PC.

See Also: About Favorites
> View favorites

Synchronize a mobile favorite

1. In ActiveSync on your PC, click **Tools** > **Options**, and select **Favorite**. For more information on using ActiveSync, see ActiveSync Help.
2. In Internet Explorer 5 or greater, browse to the page you want to view offline.
3. Click **Tools** > **Create Mobile Favorite**.
4. To change the link name, enter a new name in the **Name** box.
5. In the **Update** box, select a desired update schedule to keep the page in the Mobile Favorites folder up to date. You can also update content by clicking **Tools** > **Synchronize** in Internet Explorer.
6. To save the link in a subfolder of Mobile Favorites, click **Create In** and select the desired subfolder.

7. Click **OK**. Internet Explorer will download the latest version of the page.

8. To download the pages that are linked to the mobile favorite you just created, in Internet Explorer on the desktop computer, right-click the mobile favorite and then click **Properties**. On the **Download** tab, specify the number of links deep you want to download. To conserve device memory, only go one level deep.

9. Connect your mobile device to your PC. If synchronization between your device and PC does not start, in ActiveSync on your PC, click **Sync**.

See Also: About Favorites

       View favorites

Synchronize an AvantGo channel

1. In Pocket Internet Explorer on your device, tap ⭐ to display your list of favorites.

2. Tap the **AvantGo Channels** link.

3. Tap **Activate**.

4. Follow the directions on the screen. You will need to synchronize your device with your desktop computer and then tap **My Channels** to complete the AvantGo setup.

5. When synchronization is complete, tap the **AvantGo Channels** link in your list of favorites to see a few of the most popular channels.

   💡 To add or remove channels, tap the **Add** or **Remove** link.

See Also: About Channels

       View favorites

View favorites

1. If favorite pages are not synchronized using a schedule for synchronization, in Internet Explorer on your PC, click **Tools** > **Synchronize**.
2. On your device, tap ⭐.
3. Tap the page that you want to view. For information on resizing the page or frame to fit the screen, see Fit the page to the screen.

    💡 If a favorite link is dimmed or you get a message that the page is not available, you must download the page to your device through synchronization or connect to the Internet.

    To prevent pictures from downloading, tap **View** > **Show Images**.

    To download just one picture, connect to the Internet or intranet, tap and hold the picture's placeholder, and then tap **Show Picture**.

See Also: Add a favorite link

　　　　Synchronization

Add a favorite link

1. Go to the page you want to add.
2. Tap and hold on the page and tap **Add to Favorites**.
3. Confirm or change the name and select a folder to store the favorite in.

    💡 To create a folder, tap ⭐. On the **Add/Delete** tab, tap **New Folder**. Enter a name for the folder, and tap **Add**.

See Also

　　Delete a favorite link

　　Synchronization

Delete a favorite link

1. Tap ⭐.

2. Tap the **Add/Delete** tab and then select the link you want to delete.

3. Tap **Delete**.

💡 Only the link to the page is deleted, not the page content stored on your device. To delete the page itself, tap **Tools** > **Options** > **General** tab > **Delete Files**.

See Also: Add a favorite link

Connect to the Internet or Corporate Intranet

Pocket Internet Explorer will automatically determine whether the page you are opening is on the Internet or your corporate intranet (Work) and will establish your connection accordingly. For information on configuring Internet or Work connections, see Connections Help. You can open pages in the following ways:

- To view your Favorites, tap ⭐ and then the page you want to view.
- To visit a page that is not in your Favorites, enter the address in the address bar at the top of the screen and then tap **Go**. If you don't see the address bar, tap **View** > **Address Bar**.

See Also: Change options

Synchronization

View Page Properties

Tap **View** > **Properties**.The size, security type, and full address of the current page is displayed.

See Also: Change security options

View the History List

Tap **View** > **History**.

- To view a page, tap it.
- To change the information displayed in the History list, tap the sort list (labeled **Page Title** by default).
- To change the number of days of links stored in the History list or to clear the History list, tap **Tools** > **Options** > **General** tab.

See Also: Change options

Send a Link via E-mail

1. Go to the page you want to send.
2. Tap **Tools** > **Send Link via E-mail**.A new message is created with the page address inserted in the message body.

See Also: Connect to the Internet

Synchronization

Customize Pocket Internet Explorer

Change the text size

Fit the page to the screen

Change options

Change security options

Change the text size

Tap **View** > **Text Size**, and select the desired size.

See Also: Change options

Fit the page to the screen

By default, Pocket Internet Explorer attempts to arrange the page so that you can see all content without scrolling horizontally. In most cases, you only need to scroll vertically to see content. To turn this feature off, tap **View** > **Fit to Screen**.

To resize just one frame of a page to fill the screen, tap and hold inside the frame, and then tap **Go to Frame**. To refresh the frame only, tap and hold the frame, and then tap **Refresh Frame**.

See Also: Change options

Change options

Tap **Tools** > **Options**.

- To free storage space, in the **General** tab, tap **Delete Files**. All pages stored on your device, including offline favorites content, will be deleted. To further save space, tap **Clear History**. All cached links will be deleted.

- To change your default Home page to the present page you are viewing, in the **General** tab, tap **Use Current**.
- To more easily view text in a different language, in the **Advanced** tab, from the **Default character set** list, select a different character set.

See Also: Change security options

Connect to the Internet

Fit the page to the screen

View the History List

Change security options

Pocket Internet Explorer supports the protocols used by Secure Sockets Layer (SSL). Access to an SSL-encrypted connection helps you to send personal information safely. To determine if a connection uses SSL-encryption, tap **View** > **Properties**.

To change security settings, tap **Tools** > **Options** > **Advanced** tab. Cookies contain information about your identity and preferences so that a page can tailor information to your needs. The page sends the file, and it is stored on your mobile device. You can prevent Pocket Internet Explorer from accepting any cookies by clearing **Allow cookies**.

See Also: Change options

19 Inbox

About Inbox

You can receive Internet e-mail messages in Inbox. Internet e-mail messages are sent by using an address you receive from your Internet service provider (ISP) or your employer.

You can send and receive e-mail by synchronizing with your PC, or by connecting to a Post Office Protocol 3 (POP3) or Internet Message Access Protocol 4 (IMAP4) mail server. You need to set up an e-mail account for each method that you use except for Microsoft ActiveSync, which is set up by default. The ActiveSync folder on your device is used to store messages that you send and receive through synchronization with a PC. Account names appear as folders in the folder list (located on the left, under the navigation bar) in the Inbox message list.

With synchronization, messages are synchronized between the device Inbox and the PC Inbox by using ActiveSync and Microsoft Exchange or Microsoft Outlook. For more information, see About Synchronizing Inbox.

When connecting to a POP3 or IMAP4 server, you use a modem to connect to your Internet service provider (ISP), or a modem or Ethernet card to connect to the local area network that your e-mail server is connected to.

See Also: About Folders

About Synchronizing Inbox

After selecting Inbox for synchronization in ActiveSync, e-mail messages are synchronized as part of the general synchronization process. During synchronization:

- Messages are copied from the Inbox folder on your PC or the Microsoft Exchange server to the Inbox folder on your device. (Note that you can only synchronize information directly with an Exchange Server if your company is running Microsoft Mobile Information Server 2002 or later.) By default, you'll receive messages from the last three days only, the first 100 lines of each new message, and file attachments of less than 100 KB in size.
- Messages in the Outbox folder on your device are transferred to Exchange or Outlook and then sent from those programs.
- The messages on the two computers are linked. When you delete a message on your device, it's deleted from your PC the next time you synchronize.

- Messages in subfolders in other e-mail folders in Outlook are synchronized only if they have been selected for synchronization in ActiveSync.

For information on initiating Inbox synchronization or changing synchronization settings, see ActiveSync Help on the PC.

See Also: About Inbox

About Folders

Each e-mail account has its own folder hierarchy with five default folders: Inbox, Outbox, Deleted Items, Drafts, and Sent Items. The messages you receive and send through the mail account are stored in these folders. You can also create additional folders within each hierarchy. The Deleted Items folder contains messages that have been deleted on the device. The behavior of the Deleted Items and Sent Items folders depends on the Inbox options you have chosen.

The behavior of the folders you create depends on whether you are using ActiveSync, SMS, POP3, or IMAP4.

If you use ActiveSync, e-mail messages in the Inbox folder in Outlook will automatically be synchronized with your device. You can select to synchronize additional folders by designating them for ActiveSync. The folders you create and the messages you move will then be mirrored on the server. For example, if you move two messages from the Inbox folder to a folder named Family, and you have designated Family for synchronization, the server creates a copy of the Family folder and copies the messages into that folder. You can then read the messages while away from your PC.

If you use POP3 and you move e-mail messages to a folder you created, the link is broken between the messages on the device and their copies on the mail server. The next time you connect, the mail server will see that the

messages are missing from the device Inbox and delete them from the server. This prevents you from having duplicate copies of a message, but it also means that you will no longer have access to messages that you move to folders created from anywhere except the device.

If you use IMAP4, the folders you create and the e-mail messages you move are mirrored on the server. Therefore, messages are available to you anytime you connect to your mail server, whether it is from your device or PC. This synchronization of folders occurs whenever you connect to your mail server, create new folders, or rename/delete folders when connected.

For all accounts except ActiveSync, you can access folder options by tapping **Tools** > **Manage Folders**.

See Also: Manage folders

Compose and Edit Messages

Compose and send a message

Attach a file to a message

Connect to a Mail Server

Set up or change an account

Download messages from the server

Set up or change an account

To set up an account:

- To set up a POP3 or IMAP4 e-mail account, tap **Accounts** > **New Account**. Follow the instructions in the New Account Wizard.

To change options for an account:

1. Tap **Accounts** > **Accounts**.

2. Tap the name of the account, and follow the instructions on the screen.

To delete an account:

1. Tap **Accounts** > **Accounts**.

2. Tap and hold the name of the account, and then tap **Delete**.

You can set up several e-mail accounts including your ActiveSync account.

You cannot add a new account while connected. Tap **Accounts** > **Disconnect** to disconnect.

E-Mail Setup

Enter the e-mail address provided by your ISP or network administrator, such as *username@servername.com* or *username@servername.net*.

E-Mail Setup

Auto configuration attempts to connect to your e-mail server and download necessary settings so that you do not need to enter them manually. If **Auto configuration** is successful, you can begin downloading messages from the server.

If **Auto configuration** is unsuccessful, contact your ISP or network administrator for the following information:

- Account type
- POP3 or IMAP4 server name
- Domain name (for network connections only)

Once you have the above information, continue with the New Account wizard.

E-Mail Setup

1. In **Your name**, enter the name that you want people to see when you send them e-mail.
2. In **User name**, enter the user name assigned to you by your ISP or network administrator. This is often the same user name you use to sign into your ISP or network.
3. In **Password**, enter your password and select **Save password** to avoid having to reenter it later.

E-Mail Setup

1. In the **Account type** list, tap POP3 or IMAP4. (POP3 is the most common mail protocol for ISPs.)
2. In **Name**, enter a unique name for the account, such as Work or Home. This name cannot be changed later.

E-Mail Setup

1. In **Incoming mail**, enter the name of your e-mail server.
2. In **Outgoing mail**, enter the name of your Simple Mail Transfer Protocol (SMTP) host.
3. If you are using a network connection, in **Domain**, enter your domain name.

Tap **Options** to access additional settings. For example:

- Change the time intervals for downloading new messages.
- Download attachments.
- Limit the amount of messages downloaded.

Options

- To change the amount of time Inbox waits to check for new messages, tap the **minute(s)** box and enter a new number of minutes.
- Inbox will automatically pick the correct connection to use for the e-mail account you created. If, for some reason, you want to use a specific connection, select that connection from the Connection list.

  Connecting automatically may result in higher connection charges.

Options

- To save memory, Inbox downloads e-mail message headers only instead of the whole message. To automatically download the whole message, from the list, select **Get full copy of messages**.
- When using IMAP4, to save memory, Inbox does not download attachments. To download attachments, select the appropriate option. You can also select to limit the size of messages and attachments that are downloaded to your mobile device.

Options

- If your outgoing e-mail server (SMTP) requires authentication, select **Outgoing e-mail server requires authentication**.
- To ensure you always connect using an SSL connection, select **Require SSL connection**. Connections that use SSL allow you send personal information safely.
- To save memory, limit the number of e-mails that are downloaded to your device by lowering the number of days to display. You can also increase this number. To change the number of days, tap the box with the number, and then change the number.

Download messages from the server

In Inbox, tap **Accounts** > **Connect** to open a connection to the Internet or your corporate network, depending on the account. For more information, see Connections Help.

1. Tap **Accounts** and ensure that the account you want to use is selected (marked by a bullet.)
2. Tap **Connect**. The messages on your device and e-mail server are synchronized: new messages are downloaded to the device Inbox folder, messages in the device Outbox folder are sent, and messages that have been deleted from the server are removed from the device Inbox. Tap a message in the message list to open it.
3. If you read a message and decide that you need the full copy, tap **Edit** > **Mark for Download** while in the message window. If you are in the message list, tap and hold the message, and then tap **Mark for Download**. This will also download message attachments if you selected those options when you set up the e-mail account. You can also choose to download full copies of messages by default.
4. When finished, tap **Accounts** > **Disconnect**.

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Receiving entire messages consumes storage memory.

The size column in the message list displays the local size and server size of a message. Even when a message has been downloaded fully, these numbers may differ because the size of a message can vary between the server and the device.

See Also: About Folders

Set up or change an account

Read and Respond to Messages

Download messages

Reply to or forward a message

Find a message

Receive attachments

Receive meeting requests

Download messages

- The way you download copies of messages depends on how you are receiving messages:
- If you receive e-mail messages through ActiveSync, begin synchronization.
- If you receive e-mail messages through a remote e-mail server, see Download messages from the server.

See Also: About Synchronizing Inbox

Reply to or forward a message

1. Open the message, tap ![icon], and then tap **Reply**, **Reply All**, or **Forward**.

2. Enter your response. To quickly add common messages, tap **My Text** and tap a desired message.

3. To check spelling, tap **Edit** > **Spell Check**.

4. Tap **Send**.

   💡 Selections in **Tools** > **Options** > **Message** tab determine whether the original text is included.

   To see more header information, tap the double arrow in the header area. Tap it again to collapse the header area.

See Also: Change message options

　　　　　Use My Text

Find a message

1. Tap ![icon] > **Find**.

2. Enter the subject, sender's name, or message body text. If you have looked for this message before, tap the **Find** arrow and select the name from the list.

3. Tap the **Type** arrow and select **Inbox** to narrow your search.

4. Tap **Go**.

5. In the **Results** list, tap the message you want to open.

See Also: Download messages

Receive attachments

An attachment sent with an e-mail message or downloaded from the server appears as an icon at the bottom of the message in its own window pane. Tapping the attachment icon opens the attachment if it has been fully downloaded. You can mark an attachment for downloading (IMAP4 account only) the next time you connect.

- If you receive messages through synchronization, start ActiveSync on your PC, click **File**, click **Mobile Device**, and then select your mobile device. Click **Tools**, and then click **Options**. Select the message account, click **Settings**, and then select **Include File Attachments**.

- If you receive messages through a remote e-mail server and have an IMAP4 account, in Inbox on the device, tap **Accounts**>**Accounts**, and then tap **IMAP4**. Tap **Next** until you reach **Server Information**, and then tap **Options**. Tap **Next** twice, and then select **Get full copy of messages** and **When getting full copy, get attachments**. For more information, see Set up or change an account.

  💡 Embedded images and OLE objects cannot be received as attachments.

  An embedded message can be viewed as an attachment when using IMAP4 to receive e-mail. However, this features does not work if TNEF is enabled so that you can receive meeting requests.

See Also: Receive meeting requests

Receive meeting requests

If you receive your e-mail messages through ActiveSync, you will automatically receive meeting requests. If you connect directly to an e-mail server, the server must be running Microsoft Exchange Server 5.5 or 2000 for you to receive meeting requests. If you are running Microsoft Exchange Server 2000, you will automatically receive meeting requests in your Inbox. To receive meeting requests on Microsoft Exchange Server 5.5:

- Ask your system administrator to activate Rich Text Format and TNEF support for your account. If TNEF is enabled, you will not receive messages that are included in other messages as attachments, and you will not be able to tell if a message has an attachment until you get the full copy. In addition, download time may be longer.
- While setting up your mail account, select **Get file attachments**.

After you are set up to receive meeting requests:

1. If you connect directly to an e-mail server and only receive message headers and/or a limited number of lines per message, tap and hold the message that you think is a meeting request, and then tap **Mark for Download**.
2. Open the meeting request.
3. Tap ![icon] and then tap **Accept**, **Tentative**, or **Decline**. If you want, you can also include a written message with the response. The response will be sent the next time that you synchronize or connect to your e-mail server, and your device Calendar will be updated.

See Also: Send a meeting request

Compose and send a message

1. In the message list, tap **New**.

2. To select an account, tap the **From** list and select ActiveSync, or the desired e-mail account.

3. Enter the e-mail address of one or more recipients, separating them with a semicolon. To access addresses and phone numbers from Contacts, tap **To**.

4. Enter your message. To quickly add common messages, tap **My Text** and tap a desired message.

5. To check spelling, tap **Edit** > **Spell Check**.

6. Tap **Send**. If you are working offline, the message is moved to the Outbox folder and will be sent the next time you connect.

See Also: Attach a file to a message

            Change address options

            Use My Text

Attach a file to a message

1. With the message open, tap **Edit** > **Add Attachment**.

2. Select the file you want to attach. OLE objects cannot be attached to Inbox messages.

    Inbox automatically converts Pocket Word files that you attach to messages to .doc format and Pocket Excel files to .xls format.

See Also: Compose and send a message

            Delete a message

Customize Inbox

Manage folders

Sort the message list

Organize messages

Change message options

Change storage options

Change address options

Check Inbox status

Manage folders

To create, rename, or delete a folder:

- Tap **Accounts**, and then select the correct account.

- Tap **Tools** > **Manage Folders**.

- Tap **New** to create a new folder under the folder that is currently selected.

- Tap a current folder, and then tap **Rename** to change the folder name. Default folders, such as Inbox, cannot be renamed.

- Tap ▣ to delete a folder and its contents.

Tapping **Tools** > **Options** from the Manage Folders screen allows you to set folder synchronization settings on a per-folder basis by selecting the check box next to the folder you want to synchronize.

💡 You must be online and connected to delete or rename an IMAP4 folder.

Default folders (Drafts, Outbox, Inbox, Deleted Items, and Sent Items) cannot be renamed or deleted.

See Also: About Folders

Sort the message list

If you have a long list of messages, sorting the list can help you quickly find
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the item you want.

1. In the message list, tap the sort list (labeled **Received Date** by default) and select a sort option.

2. Select the option again to reverse the sort order (ascending to descending).

See Also: Clear messages and folders

Find a message

Organize messages

Move a message

Delete a message

Clear messages and folders

Move a message

- In the message list, tap and hold the message. To select multiple messages, tap and drag. Then, tap and hold the selected messages.

- On the pop-up menu, tap **Move**.

- Select where you want to move the message, and then tap **OK**.

Caution When you move a message that you have received through POP3 or synchronization to a folder you created on your device, the copy of the message on the server is deleted the next time you connect. This prevents duplicate copies of messages. Although the complete message is moved, message attachments will be deleted if you have not selected the option to download attachments. Once the message is moved, you will be able to access the message only from your device.

See Also: Clear messages and folders

Manage folders

Delete a message

- To delete a message, in the message list, tap and hold the message. To select multiple messages, tap and drag. Then, tap and hold the selected messages. On the pop-up menu, tap **Delete**. Messages are moved to the Deleted Items folder and deleted according to the option that you have selected in **Tools** > **Options** > **Message** tab.

  If you are working offline, messages that have been deleted from the server will be deleted from the device the next time you connect or according to the options you have selected.

  To permanently delete messages in the Deleted Items folder, tap **Tools** > **Empty Deleted Items**.

See Also: Change message options

  Change storage options

  Clear messages and folders

Clear Messages and Folders

- When receiving e-mail messages from a POP3 or IMAP4 server, select the account on the device containing the folders and messages you want to clear, and then select **Accounts** > **Clear (Account)**. All messages and folders that are linked to the selected account are cleared, and memory is expanded on the device without deleting messages on the server. The next time you connect, the messages and folders are downloaded again.
- You cannot clear messages and folders from the ActiveSync folder.

See Also: Delete a message

  Download messages

Change message options

In the message list, tap **Tools** > **Options** > **Message** tab.

- To place a copy of the original message beneath your response text, select **When replying, include body**.
- By default, e-mail messages you send are not saved on your device to help conserve memory. If you want to keep copies of sent e-mail messages, tap **Keep copy of sent mail in Sent folder**.

See Also: Delete a message

Reply to or forward a message

Change storage options

In the message list, tap **Tools** > **Options** > **Storage** tab.

You can store attachments on a storage card rather than internal RAM. All attachments will move to the selected card.

See Also: Receive attachments

Change address options

Many e-mail servers, including servers running Exchange Server, can verify names with an online address book, called a directory service, using LDAP (Lightweight Directory Access Protocol). When you create an e-mail account, your e-mail server's directory service is added to the **Address** tab, and you are given the option to enable it. After it is enabled, Inbox checks your contact list and then the directory service to verify names that you enter in the **To**, **Cc**, and **Bcc** fields. If you did not enable directory service or if you want to use additional services, follow these steps:

1. If you are adding a new account, ask your network administrator for the correct server name.
2. In the message list, tap **Tools** > **Options** > **Address** tab.

3. In the **In Contacts, get addresses from** list, select which e-mail address book to check in Contacts. Contacts will be checked first unless you select **None**.

4. If your mail server is already listed, select the mail server's directory service check box to enable it. Tap **OK**.

5. If your mail service is not already listed, tap **Add**.

6. In the **Directory name** and **Server** boxes, enter the LDAP directory and server names.

7. Ask your network administrator if authentication is necessary for your server. If so, select **Authentication is necessary on this server**, and enter your user ID and password.

8. To have Inbox check this service, select **Check name against this server**.

To delete a service, tap and hold the service. On the pop-up menu, tap **Delete**.

While sending and receiving messages through synchronization, disable any directory services you have installed. This helps avoid getting error messages when Inbox tries to verify names against the service that you are not connected to.

See Also: Compose and send a message

Check Inbox status

In the message list, tap **Tools** > **Status**. You can view details such as the number of messages to be sent, deleted, and copied, and the number of attachments to be downloaded.

Create or Change a Signature

1. Tap > **Inbox** > **Tools** > **Options**.
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2. Tap **Signatures**.

3. Select an account for which you want to create or change a signature.

4. Select **Use signature with this account** if the check box is not already selected.

5. Select **Use when replying and forwarding** if wanted.

6. Enter a signature in the box.

- To stop using a signature, clear the **Use signature with this account** check box.

💡 You can use a different signature with each account.

20 MSN Messenger

About MSN Messenger

MSN Messenger on your mobile device provides the same chat environment as MSN Messenger on your PC. These features include:

- Seeing who is online.
- Sending and receiving instant messages.
- Having an instant message conversation with a group of contacts.
- Telling contacts that you are unavailable.
- Blocking contacts from seeing your status or sending you messages.

See Also: Getting Started with MSN Messenger

Getting Started with MSN Messenger

To use MSN Messenger, you need a Microsoft Passport account, or a Microsoft Exchange e-mail account that your employer provides. Once you have one of these accounts, you will need to:

1. Set up a connection on your mobile device, such as a modem or wireless connection, that enables you to connect to the Internet.

2. Set up an account in MSN Messenger.

3. Sign in to MSN Messenger.

To set up a Microsoft Passport account, go to http://www.passport.com.

To set up a Hotmail account, go to http://www.hotmail.com.

See Also: Add and Delete Contacts

Send a Message

Read a Message

Tell Contacts Your Status

Set Up an Account

Before you can use MSN Messenger, you must set up the instant messaging account(s) to use. For MSN Messenger Service, you must have a Microsoft Passport or Hotmail account. For Exchange Instant Messaging, you must have an Exchange account.

1. Create a connection for your device. To use MSN Messenger Service, set up a connection to the Internet; to use Exchange Instant Messaging, set up a connection to your corporate network.

2. In MSN Messenger, tap **Tools** > **Options** > **Accounts** tab.

3. Select **Enable MSN Messenger Service** and/or **Enable Exchange Instant Messaging**.

4. Enter your sign-in name and password for the selected account(s). Your sign-in name is usually in the form: username@domain.com.

5. If you selected both accounts, under **Sign in using this account first**, select which account to sign in to first.

To set up a Microsoft Passport account, go to http://www.passport.com.

To set up a Hotmail account, go to http://www.hotmail.com.

To set up an Exchange account, see your network administrator.

See Also: Getting Started with MSN Messenger

Sign In and Out

Sign In and Out

- To sign in, tap anywhere on the screen. Follow the directions on the screen.

- To sign out, tap **Tools** > **Sign out**.

To sign in upon connecting, tap **Tools** > **Options** > **General** and select the **Run this program upon connection** box.

Signing in to an Exchange account may take several minutes depending upon your connection speed. Reducing the number of Exchange contacts will decrease your sign-in time.

See Also: Add and Delete Contacts

Set Up an Account

Getting Started with MSN Messenger

Add and Delete Contacts

- To add a contact, tap **Tools** > **Add a Contact** and follow the directions on the screen.
- To delete a contact, tap and hold the contact's name, and tap **Delete Contact** from the pop-up menu.

  💡 Tapping **Tools** > **Options** > **Privacy** allows you to choose to be alerted every time you are added to a contact list.

See Also: Send a Message

Tell Contacts Your Status

Manage Contacts

Tap **Tools** > **Options** > **Privacy** tab.

- To block a contact from seeing your status and sending you messages, tap the contact and tap the right arrow. This moves the contact to the **My Block List**.
- To unblock a contact, tap the contact and tap the left arrow. This moves the contact to the **My Allow List**.
- To receive an alert when someone adds you to their contacts list, select **Alert me when I am added to a Passport contact list**.
- To see who has you listed as a contact, tap **View**.

See Also: Send a Message

Tell Contacts Your Status

Block and Unblock Contacts

- To block a contact from seeing your status and sending you messages, tap and hold the contact and tap **Block**.
- To unblock a contact, tap and hold the blocked contact and tap **Unblock**.

To see who has you listed as a contact, tap **Tools** > **Options** > **View**.

See Also: Send a Message

Tell Contacts Your Status

Send a Message

1. Tap the contact to whom you want to send a message.
2. Enter your message in the text entry area at the bottom of the screen and tap **Send**. To quickly add common messages, tap **My Text** and tap a desired message.

To invite a contact to an ongoing chat, tap **Tools** > **Invite** and tap a contact.

To see who is already chatting or to switch between chats, tap **Chats**.

See Also: Add and Delete Contacts

Change Your Displayed Name

Getting Started with MSN Messenger

Sign In and Out

Use My Text

Read a Message

- When you receive a notification that a new message has been received, tap **Chat** to switch to that chat or **Ignore** to stay in the current chat.
- To switch between chats, tap **Chats,** and then tap the contact to resume chatting.

See Also: Add and Delete Contacts

Getting Started with MSN Messenger

Sign In and Out

Tell Contacts Your Status

Tap **Tools** > **My Status** and select a desired status description, such as Away.

See Also: Add and Delete Contacts

Manage Contacts

Getting Started with MSN Messenger

Change Your Displayed Name

- Tap Tools > Options > General tab.
- Enter the name that you want others to see when sending instant messages.

See Also: Send a Message

21   Blue-tooth

Bluetooth Help

Concepts

    About Bluetooth

    About Bluetooth modes

    About bonds

How To

    Turning on and off Bluetooth

    Making your device discoverable

    Beaming information with Bluetooth

    Receiving a Bluetooth beam

    Using a Bluetooth phone as a modem

    Bonding with other devices

About Bluetooth

Bluetooth is a short-range wireless communications technology. Devices with Bluetooth capabilities can exchange information over a distance of about 10 meters (30 feet) without requiring a physical connection.

Unlike infrared, you don't need to line up the devices to beam information with Bluetooth. The devices only need to be within a range of about 10 meters. You can even beam information to a device in a different room, as long as it's within range.

Microsoft Pocket PC 2003 software allows you to use Bluetooth in the following ways:

- Beam information, such as files, appointments, tasks, and contact cards, between devices that have Bluetooth capabilities. For example, if you and a co-worker each have a device with Bluetooth,

you can beam items between your devices, such as files, contact cards, appointments, tasks, and so forth.

- Create a dial-up modem connection between your device and a Bluetooth phone. You can then use the Bluetooth phone as a modem.

Q Your device might include additional Bluetooth features. For more information, see the documentation included with your device.

About Bluetooth Modes

Bluetooth operates in three different modes:

- **On.** The Bluetooth radio is turned on and you can use Bluetooth features.
- **Off.** The Bluetooth radio is turned off. In this mode, you can neither send nor receive information by using Bluetooth. You might want to turn the radio off at times in order to conserve battery power, or in situations where radio use is prohibited, such as on airplanes and in hospitals.
- **Discoverable.** The Bluetooth radio is turned on, and all of the other Bluetooth devices within range (about 10 meters) can detect your device and attempt to beam information to it, establish a bond, or use a Bluetooth service. In this mode, other devices can detect your device whether or not a bond has been created; however, in order to receive a beam from another device, you must accept it on your device, as described in Receiving a Bluetooth Beam.

For more information about changing the Bluetooth mode, see Turning On and Off Bluetooth and Making Your Device Discoverable.

About Bonds

A bond is a relationship that you create between your Pocket PC and another Bluetooth device in order to help exchange information in a secure manner. Creating a bond involves entering the same PIN on the two devices you want to bond. Once a bond is created, the devices need only have their Bluetooth radios turned on to exchange information; they do not need to be in discoverable mode. For instructions on creating a bond, see Create a Bond. For more information about modes, see About Bluetooth Modes.

You need only create a bond once between two devices. Thereafter, they recognize the bond and are able to exchange information without your entering a PIN again. For more information about exchanging information with other devices, see Beaming Information With Bluetooth and Receiving a Bluetooth Beam.

Turning On and Off Bluetooth

1. Tap > **Settings** > **Connections** tab.

2. Tap **Bluetooth**.

3. Select **On** or **Off**.

> The Bluetooth radio is turned on or off according to your selection.

💡 By default the Bluetooth radio is turned off. If you turn it on, and then turn off your device, the Bluetooth radio also turns off. When you turn on your device again, the Bluetooth radio turns on automatically.

See Also: About Bluetooth Modes

Making Your Device Discoverable

Making Your Device Discoverable

1. Tap ![Start icon] > **Settings** > **Connections** tab.

2. Tap **Bluetooth**.

3. Select **Discoverable**.

Other Bluetooth devices can now detect your device and attempt to beam information to it, establish a bond, or use a Bluetooth service. Note that to receive beamed information, you must accept it on your device.

> Selecting **Discoverable** also turns on your Bluetooth radio.
>
> If you no longer want your device to be discoverable, tap **Off** to turn off the radio or **On** to leave the radio on, but not allow detection by other devices.

See Also: About Bluetooth Modes

Turning On and Off Bluetooth

Beaming Information with Bluetooth

1. Tap and hold an item to beam, such as an appointment in Calendar, a task in Tasks, a contact card in Contacts, or a file in File Manager.

2. Tap **Beam [type of item]**.

3. Tap the device to which you want to send the beam.

The item is beamed to the device you selected.

> If the device that you want to beam to doesn't appear in the list, make sure that it is turned on, in discoverable mode, and within 10 meters (30 feet) of your device. Also, make sure that your Bluetooth radio is turned on.

Receiving a Bluetooth Beam

1. Make sure that your device is configured to receive incoming beams.
2. Make sure that your device is within 10 meters (about 30 feet) of the device beaming the information and that Bluetooth is in discoverable mode.
3. When prompted to receive an incoming beam, tap **Yes**.

    The information is received on your device.

Using a Bluetooth Phone as a Modem

You can use a phone that has Bluetooth capabilities as a modem for your device. To do this, you create a Bluetooth modem connection on your device and then send information to the phone by using Bluetooth. The phone relays the information over the phone line and then sends back to your device any information that you had requested over the connection.

Once you create a modem connection to the Bluetooth phone, you can reuse it whenever you want to use the phone as a modem.

1. Make sure that the Bluetooth phone is turned on, that your device's and the phone's Bluetooth radios are turned on, and that your device and the phone are within 10 meters (30 feet) of one another.

2. If you have not already done so, create a Bluetooth phone connection by following steps 3 through 16. Otherwise, skip to step 17.

3. Tap > **Settings** > **Connections** tab.

4. Tap **Connections** > **Add a new modem connection**.

5. Enter a name for the connection.

6. In the **Select a modem** list, tap **Bluetooth** > **Next**.

7. Make sure that the phone is discoverable. Some phones may also need to be pairable in order to accept a bonding request. For more information, see your phone documentation.

8. If the phone appears in the **My Connections** list, skip to step 14. If not, tap **New** and follow the remaining steps.

9. In the list, tap the phone and then **Next**.

10. In **PIN**, enter a PIN of between 1 and 16 characters, and tap **Next**.

11. Enter the same PIN on the phone.

12. If you want, in **Name**, edit the name of the phone.

13. Tap **Finish**.

14. In the **My Connections** list, tap the phone, and then **Next**.

15. Enter the phone number to dial for this connection and tap **Next**.

16. In **User name**, **Password**, and **Domain**, enter the logon information for this connection and tap **Finish**.

17. Start using the program that uses the Bluetooth phone connection; for example Inbox to send and receive e-mail, or Internet Explorer to browse the Web.

See Also: Turning On and Off Bluetooth

Making Your Device Discoverable

Beaming Information With Bluetooth

Receiving a Bluetooth Beam

Bonding With Other Devices

Create a Bond

Accept a Bond

Rename a Bond

Delete a Bond

Create a Bond

You can create a bond between your device and another device that has Bluetooth. Once you do this, Bluetooth doesn't need to be in discoverable mode in order for you to beam information between the two devices; the Bluetooth radio only needs to be turned on.

1. Make sure that the two devices are within 10 meters of one another and that Bluetooth is in discoverable mode on both devices.

2. Tap > **Settings** > **Connections** tab.

3. Tap **Bluetooth** > **Bonded Devices** tab > **New**. Your device searches for other Bluetooth devices and displays them in the list.

4. Tap the name of the other device, and then **Next**.

5. In **PIN**, enter a PIN of between 1 and 16 characters and tap **Next**.

6. Enter the same PIN on the other device.

7. If you want, in **Name**, edit the name of the other device. You may use any name.

8. Tap **Finish**.

See Also: Making Your Device Discoverable

About Bonds

Bonding With Other Devices

Beaming Information With Bluetooth

Select a Device

- In the list, tap the device with which you want to create a bond.

  If the device doesn't appear in the list, make sure that it is turned on, in discoverable mode, and within 10 meters (30 feet) of your device. Also, make sure that your device's Bluetooth radio is turned on.

See Also: Making Your Device Discoverable

About Bonds

Bonding With Other Devices

Enter a PIN

- In **PIN**, enter a PIN of between 1 and 16 characters, and then tap **Next**. You must enter the same PIN on both devices.

See Also: About Bonds

Enter a Name

Correct the PIN

- The same PIN must be entered on both devices. Verify the correct number, enter it in **PIN**, and then tap **Next**.

See Also: About Bonds

Enter a PIN

Enter a Name

1. If you want, in **Name,** edit the name of the device with which you are creating a bond. You may use any name.

2. Tap **Finish**.

See Also: About Bonds

   Enter a PIN

Accept a Bond

1. Make sure that Bluetooth is turned on and in discoverable mode.

2. When prompted to bond with the other device, tap **Yes**.

3. In **PIN**, enter a PIN of between 1 and 16 characters, and tap **Next**. You must enter the same PIN that was entered on the device requesting the bond.

4. If you want, in **Name**, edit the name of the device requesting the bond.

5. Tap **Finish**.

   The bond is created. You can now exchange information with the other device.

See Also: Making Your Device Discoverable

   About Bonds

   Bonding With Other Devices

   Beaming Information With Bluetooth

   Receiving a Bluetooth Beam

Rename a Bond

1. Tap > **Settings** > **Connections** tab.

2. Tap **Bluetooth** > **Bonded Devices** tab.

3. Tap the bond to rename.

4. In **Name**, enter a new name for the bond.

5. Tap **Finish**.

See Also: About Bonds

Bonding With Other Devices

Delete a Bond

1. Tap > **Settings** > **Connections** tab.

2. Tap **Bluetooth** > **Bonded Devices** tab.

3. Tap and hold the bond to delete.

4. Tap **Delete**.

See Also: About Bonds

Bonding With Other Devices

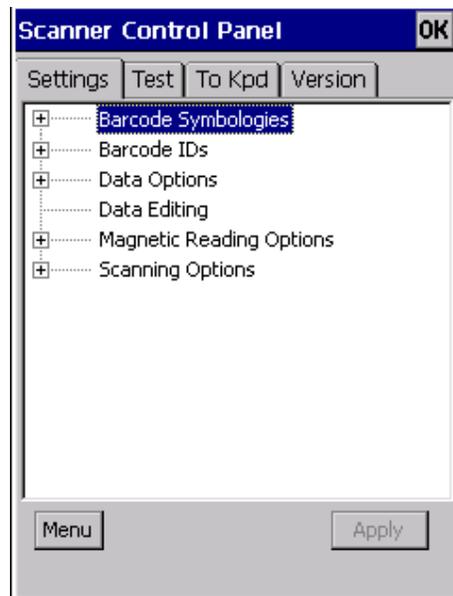# *22* Scanner

Scanner Help

About the Scanner

The PA950 has an integrated laser scanner, which reads all major bar code labels with excellent performance. The PA950 Trigger keys are located on the left and right sides of the unit. Press either one to activate the laser scanner.

—Scanner Trigger

Scanner Setting

PA950 has a built-in Scanner Setting.exe program that allows the user to test the barcode scan function. And when it is necessary for the user to change the default barcode symbology for a different application, Scanner Control Panel provides the ability to change default symbology, place delimiter characters behind scanned data, and save the settings.

Scanner Setting.exe is located in directory \Setting.

Note: For more information about Scanner Setting, please refer to the PA950 Programming Manual.

Scan2Key

The Scan2Key application can route input from a scanner port to keypad buffer, so that all input from scanner will be treated as they are just input from keypad. With this router, scanned data can be directly input into scanner port aware application, like MS Pocket
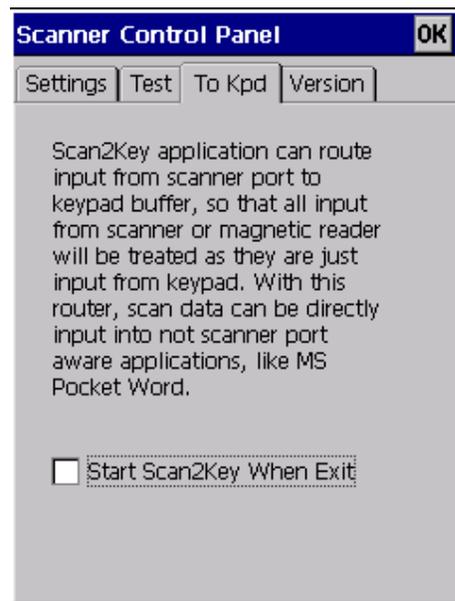
Symbologies

Set customization symbologies for each symbology including:

| Symbology	Enable Disable	Send Check Digit	Max./Min Length	Send Leading Digit	Other
Code 39	Yes	Yes	Yes		Full ASCII Send Start/Stop Character
I 2 of 5	Yes	Yes	Yes		Send Start/Stop Character Fix Length
S25/Toshiba	Yes	Yes	Yes		Fix Length
Code 32	Yes				Send Leading Code Send Trailing Code
Telpen	Yes				Character Set
EAN 128	Yes				
Code 128	Yes		Yes		
MSI/Plessy	Yes	Yes	Yes		Check Digit Module
Code 93	Yes		Yes		
Code 11	Yes	Yes	Yes		One/Two Check Digit
CodaBar	Yes	Yes	Yes		Send Start/Stop Character CLSI Format On
Label Code	Yes	Yes			
UPC-A	Yes	Yes		Yes	
UPC-E	Yes	Yes		Yes	Zero Expansion On Enable NSC
EAN 13	Yes	Yes		Yes	Enable Bookland
EAN 8	Yes	Yes		Yes	
Delta Code	Yes	Yes			Calculate Check Digit
Supplement					Supplement 2 Supplement 5 Space Separator Inserted If Present, Transmit / Presence Required

23 Technical

Specification

Specification	PA950
CPU	Intel X-Scale 400MHz
OS	Microsoft Windows Mobile 2003
Flash ROM	32MB
SDRAM	64MB
Keypad	19 key keypad, including 0~9, alpha, function key
Display	240 x 320, 64K Reflective TFT Color LCD, w/backlight, and brightness adjustable by hot-key
Input Device	Non-electronic stylus, touch screen or keypad
Scanner	integrated SE900 Laser Scan Engine as optional
Main Battery	Rechargeable Li-ION battery 7.4V 720mAH
Backup Battery	Rechargeable Li-ION battery 3.7V 30mAH
Charging for the first time	10 hours
Charging Hours	Within 2.5 hours via charging cable or cradle
Battery Life	6~10 hours depends on application
Dimension	Lx H x W: 182mmx82mmx29mm

Weight	350 gram with battery pack
Operation Temperature	-5 C ~50 C
Storage Temperature	-20 C ~60 C
Relative Humidity	5% ~ 95% (non-condensing)
Trop Test	4 feet (1.2M)
Environmental Sealing	54
Communication	Serial, USB, IrDA
SD Slot	1 for SD memory card
CF Slot	For 802.11b (pre-loaded)
ActiveSync	Via Serial or USB or IrDA
Software	Point to Point VOIP (optional) Unitech PA950 SDK Microsoft Development tool for Pocket PC 2003
Regulatory	CE, FCC, VCCI, BSMI

16 Pole Connectors

Keypad side
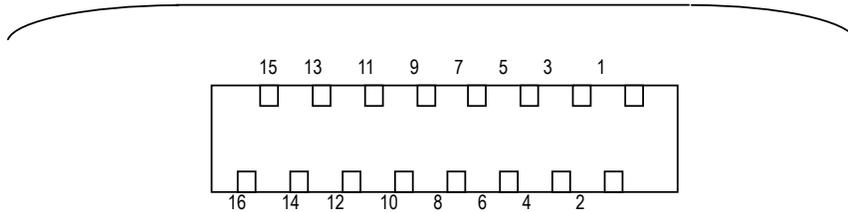
	15 Pole	SubD9 Female
DCD	1	
RX	2	3
TX	3	2
DTR	4	9
S GND	5	5
DSR	6	4
RTS	7	7
CTS	8	8
RI	9	6
USB 5V	10	
12V Input	11	
NC (R30 == 5V Out)	12	
NC	13	
GND	14	
UDC (USB High)	15	
/UDC (USB Low)	16	

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24 Contact Information

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